**Tamfourhill Community Hall**

**LET APPLICATION FORM**

Please complete all relevant information and return your completed form within 14 days to:

Tamfourhill Community Hall, Machrie Court, Tamfourhill

*Tel: 07802887003. Email: thillcentre@live.co.uk*

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| **1- APPLICANT DETAILS** | | | |
| Organisation: |  | | |
| Name of applicant: |  | Age of applicant:over 18 |  |
| Addres |  | Day |  |
| Evening phone |  |
| Mobile: |  |
| E-mail: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2- VENUE REQUIREMENTS – Circle/Tick as required.** | | | | | | | | | | | |
| Areas required: | | | | | **Main Hall** | | | | | | |
| Kitchen:  **Please complete ‘Food Act’ form** | | |  | | No | Regular Let:  One off Let: | | Yes  Yes x | | No  No | |
| Day: | Mon | Tues | | Weds | Thurs | | Fri | | Sat x | | Sun |
| Frequency: | | Weekly | | | Fortnightly | | | | Monthly | | |
| Other, please list dates below: | | | | | | | | | | | |
|  | | | | | End date: | | | | | | |
| Start time: | | | | | End time: | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3- BOOKING DETAILS** | | | | |
| Purpose of let:  party | | | | |
| Attendance | Minimum | | Maximum:30 | |
| Age of attendees | | Pre 5: x  yes | | Youth (under 18) x  yes: |
| 18 - 21: | | 21 - 60: | | Over 60: |
| Additional information/ requirements: | | | | |
| **4- DECLARTATION** | | | | |

If the kitchen is to be used, the attached ‘*Food Act*’ form must be completed and returned. If attendees are under 18’s, the attached ‘*Youth Let*’ form must be completed and returned.

I confirm I have read and understand the attached ‘*Terms and Conditions of Let*’. I confirm that I accept responsibility for this let and will be liable for any associated invoices.

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| Print : | Sign: | Date: |