**Tamfourhill Community Hub SCIO**

**LET APPLICATION FORM**

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

Tamfourhill Community Hub, Machrie Court, Tamfourhill

*Tel: 07802887003/07849565108 Email: thillcentre@live.co.uk*

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| **1- APPLICANT DETAILS** | | | |
| Name of applicant:  Organisation: |  | | |
| Address: |  | Phone No: |  |
| Mobile: |  |
|  |  | Membership no? |  |
|  |  | Email: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **2- VENUE REQUIREMENTS – Circle/Tick as required.** | | | | | | | | | | | |
| **Large hall** | | **Small Hall** | | **Kitchen:**  **Please complete ‘Food Act’ form** | | | **Soft play room** | | **Party package**  **1 – 2 – 3 – 4 - 5** | | |
| **One off Let** | | **Regular let Frequency**  **Weekly Fortnightly Monthly** | | | | | | | | | |
| Day: | Mon | Tues | Weds | | | Thurs | | Fri | | Sat | Sun |
| Start time: | | End time: | | | Event details: | | | | | | |
| Additional information/ requirements:  If weekly/regular let qualifications, insurance, pvg and risk assesments must be supplied to hub. (Including COVID- risk assesment) | | | | | | | | | | | |
| **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: |

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| **How will you be paying for the fee and cleaning deposit?** | **Cash** | **Bank transfer:**  **SC 831616**  **AN 00206334** |