

OFFICIAL - SENSITIVE

EAST RENFREWSHIRE CULTURE AND LEISURE TRUST

ONE OFF LET APPLICATION FORM FOR COMMUNITY FACILITY

Please complete all relevant information and return to community.facilities@ercultureandleisure.org

FACILITY/ SCHOOL REQUESTED:	DATE REQUESTED:
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NAME:		NAME OF ORGANISATION:	
ADDRESS:		MOBILE TELEPHONE NO:	
		E-MAIL ADDRESS:	
POST CODE:			

ACCOMMODATION TYPE (PLEASE COMPLETE FOR ALL ROOMS/AREAS REQUIRED)	HOURS OF USE		NUMBERS		ACTIVITY TYPE (Please specify)
	From	To	Min	Max	
Special requirements/Equipment:					

Please circle as appropriate, sign & date form.

Public Liability Insurance? Group has own / Require trust's one off public liability insurance
 Will there be alcohol at your event? Yes / No
 Will There Be Music? Yes / No
 Do you require use of the kitchen? Yes / No
 (Please note use of school kitchens are subject to charges)

Would you like to receive information about our products, including special offers? Yes / No

Full payment is due at time of booking.

Any **CANCELLATIONS** must be notified in [writing](#) no less than 28 days prior to let or will be subject to charging.

Please refer to conditions of let for more information. Prices subject to review each year.

I hereby make an application for the use of specified accommodation and by submitting this application if granted agree to accept and abide by **East Renfrewshire Culture and Leisure Trust's Conditions of Let** which I have received and read.

CULTURE AND LEISURE TRUST USE ONLY

Accommodation	No of Hours	Hourly Rate (£)	TOTAL (£)
		£	£
		£	£
		£	£

Total Charge Per Let	Concession	Total Due Per Let	Receipt Number
£	£	£	

MRM reference number	School let number	Date Received	Confirmed By	Date Confirmed

East Renfrewshire Culture and Leisure Trust, 1 Burnfield Avenue, Giffnock, East Renfrewshire, G46 7TL

East Renfrewshire Culture & Leisure is the data controller. We will use the data you provide in accordance with GDPR for the purpose of administering your community facilities booking. The lawful basis for processing your data for this purpose is performance of a contract. For full details please see the relevant privacy notice at www.ercultureandleisure.org/privacy