SYMINGTON COMMUNITY PROJECTS LTD
APPLICATION FOR LET OF COMMUNITY HALL

Please return form to: Margaret Davidson, Hall Letting Administrator, 33 Brewlands Drive, Symington KA1 5RD
Tel No 01563 830032

Club, Group or Organisation:

APPLICANTS DETAILS

Title	First Name(s)	Surname	Telephone No.	
Address:				
Post Code:				

TYPE OF LET (Please tick box and indicate dates required)

One off ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Day(s) of week:

Date	**Hall 1,Hall 2, Office*	**Kitchen*	**Cooker*	*Hours of Use*		*Purpose of Activity*	**NOTES**
	** Indicate Requirement*			*From*	*To*		*Office Use Only*

Please tick as required

• *Kitchen Requirements*		• *Stage / Lighting*	
• *Catering Equipment*		• *Sound Equipment*	
• *Number of Tables*		• *Audio Visual Equipment*	
• *Number of Chairs*		• *Clavinova / Piano*	
		• *Microphones Stage & Radio*	

*** We require your permission to serve alcohol on:**	

I hereby make application for the use of the specified accommodation and if granted agree to accept and abide by the conditions of let.
I understand that I am responsible for any debt/ damage incurred as lessee.

Signature…….

Date…….

OFFICE USE ONLY

The above let has been granted.
Let Fee:

Other Charges: _____

_____

Signature……..

Date…….

JULY 2008