**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** |