

**SYMINGTON COMMUNITY PROJECTS LTD
APPLICATION FOR LET OF COMMUNITY HALL**

Please return form to: Hall Letting Administrator, Symington Community Hall, 31 Main Street, Symington, KA1 5QE
or email to: symingtonhall4all@gmail.com

Club, Group or Organisation: _____

APPLICANTS DETAILS

Title	First Name(s)	Surname	Telephone No:
Address:			

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	*Kitchen	*Cookeer	Hours of Use		Purpose of Activity	NOTES <i>Office Use Only</i>
	* Indicate Requirement			From	To		

Please tick as required

<input type="checkbox"/> <i>Kitchen Requirements</i>	<input type="checkbox"/> <i>Stage / Lighting</i>
<input type="checkbox"/> <i>Catering Equipment</i>	<input type="checkbox"/> <i>Sound Equipment</i>
<input type="checkbox"/> <i>Number of Tables</i>	<input type="checkbox"/> <i>Audio Visual Equipment</i>
<input type="checkbox"/> <i>Number of Chairs</i>	<input type="checkbox"/> <i>Clavinova / Piano</i>
<input type="checkbox"/> <i>Baby Changing Unit</i>	

* We require your permission to serve alcohol on: _____

<p>I hereby make application for the use of the specified accommodation; I have read accept and understand the full let conditions set out. I have also read and understand and will comply with the companies' fire safety rules and regulations.</p> <p>I understand that I am also responsible for any debt/damage incurred as lessee.</p> <p>Signature.....</p> <p>Date.....</p>	<p>OFFICE USE ONLY</p> <p>The above let has been granted.</p> <p>Let Fee: _____</p> <p>Other Charges: _____</p> <p>Total: _____</p> <p>Signature.....</p> <p>Date.....</p>
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