

APPLICATION FOR LET OF

**MAYBOLE TOWN HALL**

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| **1.DETAILS** | | | |
| Name of Group, Club or Organisation |  | | |
| Name of applicant |  | | |
| Address of applicant  Post code |  | | |
| Contact telephone nos. | Home: | Work: | Mobile: |
| E mail address |  | | |

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| **2. FREQUENCY OF LET** – Please tick as appropriate | One off | Weekly | Fortnightly | | Monthly |
| Specific day of week |  | | | | |
| Start date of let |  | Finish date of let | |  | |
| Purpose of Let |  | | | | |

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| Accommodation | Time from\* | Time to\* |
| Main Hall - includes access to bar area |  |  |
| Chambers (1st Floor) |  |  |
| Lesser Room (1st Floor) |  |  |
| Kitchen |  |  |
| Dressing Rooms |  |  |
| Function with Alcohol Charge will be added (£70.00) should the event have alcohol - please discuss details. | | |

**(\*Please include any set up & clear up times you require)**

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| Do you intend to consume, sell or supply alcohol at your event? | | Yes ☐                         No  ☐  See Terms & Conditions in relation to licenses required. | |
| Do you require tea/coffee/biscuits?  Please insert numbers required.  (Charges apply)  Tea& Coffee £2.20  Tea, Coffee, Biscuits £2.80 | Tea: | Coffee: | Biscuits: |

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| Please detail event/meeting times | Start Time: |  | Finish Time: |  |
| If this is a live performance, please provide Doors Open time | Doors Open: |  | | |
| Is the performance standing or seated? |  | | | |
| If music is being played, please provide detail, e.g. live band, DJ etc. |  | | | |
| Due to the nature of our buildings, there is no lift access to the balcony area in the Main Hall, please ensure this is taken into consideration when arranging your event. The lift allows access to the first floor (Lesser Hall and Chambers). | | | | |

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| **4. STAGE SET UP** | | |
| **Set up requirements on stage** – please state numbers required | | |
| Chairs – numbers required: | Tables – numbers required: | Other |

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| **5. TECHNICIAL REQUIREMENTS** | | |
| Standard White Lights in Main Hall: | Yes/No |

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| **6. VENUE SET UP REQUIREMENTS (Excluding stage)** | | | | |
| Tables required | Trestle – Number Required: | | | Round – Number Required: |
| Chairs | Number: | | | |
| Layout (please tick) | Theatre: | Cabaret: | Conference: | |
| Classroom: | Other (please detail): | | |

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| **7. RECYCLING** – if supplying a catering or bar service, or for other waste |
| I/we will do our own recycling and remove all waste and debris from the premises. Yes  No |
| Do you wish South Ayrshire Council to supply recycling bins? Yes  Please provide details of recycling requirements (additional charges will apply): |

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| **8. PAYMENT** |

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| Are you able to pay online?  (Please delete as appropriate) | Yes/No |
| A 20% deposit will be payable online to confirm your let. The balance of your let will be due 3 weeks prior to your event.  Please detail if you are unable to pay in advance, only in some circumstances discretion may be applied to allow for a let to be paid after the event.  (Please delete as appropriate) | Pay in advance/Request to pay in Arrears |

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| **DECLARATION**  I confirm I have read and understood the [Terms & Conditions of Lets (Commercial Premises).](file:///T:/Sport%20and%20Leisure%20Burns%20House/Golf%20and%20Fine%20Turf/Lets%20Information/NEW%20LET%20PACK/Commerical%20Premises/1.%20Terms%20Conditions%20of%20Lets%20(Commercial%20Premises).pdf) | |
| SIGNATURE |  |
| DATE |  |

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| --- | --- |
| **PLEASE RETURN COMPLETED FORM TO**  [lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk)  Contact Telephone: 01292 612655 | **FOR SAC INTERNAL BOOKINGS**  Please provide Cost Centre & Account codes for recharges.  Cost Centre………………………………………………………………  Account Code…………………………………………………………. |
| Confirmation of your application will be by email.  All bookings are subject to approval. | |

To find out what to expect when the Council collects your personal information please visit our website to see our privacy notice - <https://www.south-ayrshire.gov.uk/terms/policy/>

Here at South Ayrshire Council we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us. However, from time to time we would like to contact you with details of other Lets and Sport & Leisure activities, offers and competitions that we provide. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

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| --- | --- | --- | --- |
| Post | Email | Tel | SMS |

If you do consent, please note you can withdraw your consent at any time by contacting [lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk). Please note that all processing of your personal data in relation to direct marketing will cease once you have withdrawn consent but this will not affect any personal data being processed out with this purpose. Our Sport & Leisure activities and facilities are marketed on social media and on our website and Council marketing. Photography and/or filming will take place. If you do not wish to be included in this then you must opt out at the time of filming. By signing the declaration below you are confirming that you are consenting to South Ayrshire Council contacting you for direct marketing purposes and that you have read and understood the above statement.

Alternatively, if you do not wish us to contact you for marketing purposes please reply to this email stating: **I do not wish to be contacted**

**If you wish to no longer be contacted by us, please reply to this email stating ‘Unsubscribe’**