

APPLICATION FOR LET OF

**AYR 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 | Cost per hour | Time from\* | Time to\* |
| Main Hall | £30.00 |  |  |
| Chambers | £20.00 |  |  |
| Royal Burgh Suite 3 | £20.00 |  |  |
| Red Room | £12.00 |  |  |
| Kitchen | £12.00 |  |  |
| Court Room | £12.00 |  |  |
| Dressing Rooms | £12.00 |  |  |
| Cell Area | £12.00 |  |  |
| Function with Alcohol Charge will be added (£70.00) should the event have bar - please discuss details. | | | |

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

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| Do you intend to 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 in Ayr Town Hall please ensure this is taken into consideration when arranging your event. | | | | |

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| **4. STAGE SET UP** | | Please refer to the attached seating capacity advice | | | |
| **Stage Extension** – please indicate the stage size required | | | | | |
| Existing stage only (3 metres) - no extension required |  | 4 metre stage extension |  | 6 metre stage extension |  |

Please note at times there will be limited stage sizes available - please discuss this at the time of booking.

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| **Set up requirements on stage** – please state numbers required | | | | | |
| Chairs – numbers required: | | Tables – numbers required: | | Risers | |
| Large Screen | | Pop up screen (130cm x 130cm)  ☐ | | Plain Black back drop  ☐ | |
| Star Cloth (additional charge £50.00)  ☐ | | Conductor Stand:  ☐ | | Other: | |
| Wireless microphone | Wired microphone | | Head set microphone | | Microphone stand |
| Use of Lewis Organ (charges apply) | | | Upright piano | | |

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| **5. TECHNICIAL REQUIREMENTS** Please note: permission must be granted for use of the sound/light desk.  **We can only supply basic sound and light should you require more detailed effects please discuss with our team details of local external companies.** | | | | | |
| Standard White Lights in Main Hall: | Yes/No | | | |
| Standard Audio requirements  (Please select Yes/No) | Main Hall: | Yes/No | Playback from Main Hall performance in Chambers: | Yes/No |

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| **6. VENUE SET UP REQUIREMENTS (Excluding stage)** | | | | | |
| Tables required | Trestle – Number Required: | | | Round – Number Required: | |
| Tablecloths | Yes  No  **Please note: Additional charge for hire** | | | | |
| Chairs | Number: | | | | |
| Layout (please tick) | Theatre: | Cabaret: | Conference: | | |
| Classroom: | Other (please detail): | | | |
| Screens  (Chambers/RBS3 only) | Portable | | Large free standing  (Chambers only) | | |
| Microphones | Yes/No | | Projector (Lessee must provide their own laptop) | | Yes/No |
| Do you require any audio sound if using projector? Yes  No | | | | | |

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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**  [ayrtownhall@south-ayrshire.gov.uk](mailto:ayrtownhall@south-ayrshire.gov.uk)  Contact Telephone: 01292 617638 | **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. | |

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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.

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