

**APPLICATION FOR LET OF COMMUNITY FACILITIES**

**Lochside Community Centre (Ayr), Montgomerie Hall (Dundonald) & Carvick Webster Hall (Monkton)**

**1.DETAILS – TO BE COMPLETED BY ALL LESSEES**

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

**2. DETAILS OF LET** – **TO BE COMPLETED BY ALL LESSEES**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific day of week |  | | |
| Start date of let |  | Finish date of let |  |
| Purpose of Let |  | | |

\*For new Regular Lets (weekly/fortnightly/monthly), please contact the Lets team to discuss suitable availability.

**3. ACCOMODATION**

**Please include any set up & clear up times you require.**

|  |  |
| --- | --- |
| **VENUE REQUESTED** |  |

|  |  |  |
| --- | --- | --- |
| **ACCOMODATION** | **Time from** | **Time to** |
| Main Hall (Lochside, Monkton & Dundonald) |  |  |
| Lesser Hall (Dundonald only) |  |  |
| Committee Room (Dundonald only) |  |  |
| Playbarn (Lochside only) |  |  |
| Lounge (Lochside only) |  |  |
| Conference Room (Lochside only) |  |  |
| Kitchen (All venues) |  |  |
| Other (please state): |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please detail event/meeting times | Start Time: |  | Finish Time: |  |
| Do you intend to sell or supply alcohol at your event?  Function with Alcohol Charge will be added (£70.00) where applicable. | Yes  No  See Terms & Conditions in relation to licenses required. | | | |

|  |  |
| --- | --- |
| **EQUIPMENT -** No access will be given to equipment unless requested | Yes: No:  If yes, please specficy: |

**4. GROUP COMPOSITION – TO BE COMPLETED BY ALL LESSEES**

Please state the approx. numbers attending:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 0 – 7  years: |  | 8 – 18 years |  | 18 – 60 years |  | 60+  years |  |

**5. PAYMENT– TO BE COMPLETED BY ALL LESSEES**

|  |  |
| --- | --- |
| Are you able to pay online?  (Please delete as appropriate) | Yes/No |
| For large scale bookings, 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 |

**6. DECLARATION – TO BE COMPLETED BY ALL LESSEES**

|  |  |
| --- | --- |
|  | |
| I confirm I have read and understood the Terms & Conditions of Lets (Community Facilities). | |
| SIGNATURE |  |
| DATE |  |

|  |  |
| --- | --- |
| **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:

|  |  |  |  |
| --- | --- | --- | --- |
| 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’**