



VENUE LET APPLICATION FORM

1. DETAILS OF APPLICANT

CUSTOMER NAME: _____

ORGANISATION: _____

AGE CATEGORY OF APPLICANT: (TICK) 18 OR OVER? YES NO 25 OR OVER? YES NO

ADDRESS: _____

TOWN: _____ POSTCODE: _____

DAY PHONE: _____ EVENING PHONE: _____

EMAIL ADDRESS: _____ MOBILE PHONE: _____

2. REQUIREMENTS

NAME OF PREMISES REQUIRED: _____

ROOM/AREAS REQUIRED (E.G. MAIN HALL, LOUNGE): _____

DO YOU REQUIRE EXCLUSIVE USE OF THE KITCHEN? YES NO

WOULD YOU LIKE TO BE PROVIDED WITH TEA/COFFEE *ADDITIONAL CHARGE APPLIES YES NO

IF YES, PLEASE STATE NUMBERS: _____ TIME FOR DELIVERY: _____

FREQUENCY:	MON	TUE	WED	THU	FRI	SAT	SUN
	START DATE:		END DATE:		START TIME:		END TIME:
ONCE ONLY:							
WEEKLY :							
FORTNIGHTLY:							
MONTHLY:							

OTHER FREQUENCY PLEASE LIST DATES: _____

MIN ATTENDANCE: _____ MAX ATTENDANCE: _____ LAYOUT: _____

NO OF CHAIRS: _____ NO OF TABLES: _____

3. BOOKING DETAILS

WILL ALCOHOL BE SOLD OR CONSUMED? YES NO WILL THERE BE A LICENCED BAR? YES NO

NAME, ADDRESS, TELEPHONE NUMBER OF LICENCE HOLDER: _____

ARE YOU INTENDING TO USE/SET UP OBJECTS/EQUIPMENT DURING YOUR LET? YES NO E.G. INFLATABLE OBJECTS

PLEASE INCLUDE INFO: _____

PLEASE NOTE RISK ASSESSMENT AND INSURANCE REQUIRED BY HIRER. IF YES, PLEASE DESCRIBE THE TYPE OF EQUIPMENT: _____

AGE GROUP OF ATTENDEES	PRE 5	YOUTH (18 AND UNDER)	OVER 18 AND UNDER 60	OVER 60
LET FOR COMMERCIAL GAIN		YES NO	LET FOR SELF GAIN PURPOSE?	YES NO
FUNDRAISING EVENT		YES NO	NAME OF CHARITY:	
ENTRY /MEMBERSHIP FEE		YES NO	CHARGE/FEE: £	
REGISTERED CHARITY		YES NO	CHARITY NUMBER:	
TICKETS TO BE SOLD		YES NO	TICKET COST: £	
LET FOR PUBLIC ENTERTAINMENT		YES NO		
MUSIC TO BE PLAYED		YES NO	TYPE: LIVE RECORDED	
GOODS TO BE SOLD		YES NO	PLEASE DETAIL:	
FILMING TO TAKE PLACE		YES NO	PERMISSIONS AND FILMING LIABILITY INSURANCE IS REQUIRED	

4. LET TYPE

LET PURPOSE:

CATEGORY AND CHARGING (PLEASE TICK):

1 – FULL ECONOMIC Commercial Club Dances Commercial Business/Traders Sunday School Lets (not open) National Slimming Organisations Commercial Ticketed music/ drama performances	3 – ADULT SPORT Government NAC & Elected Members Church/Religious NON Licenced Community General Meeting Kitchen Hires Adult Sport/Football (Non profit)	5 – SENIOR CITIZEN Self-help/support Disability Focus Groups Charity Meetings Elderly Forum Meetings/OIR
2 – CHARITY/FAMILY Family Functions Coaching (Profit Making) Charity Dances School Outwith Plan Hall Outwith Plan Childcare (Profit Making)	4 – NON PROFIT CHILDCARE Youth Sport Voluntary Youth Non profit Childcare Uniformed Organisations: e.g Scouts, Brownies and Mothers & Toddlers	FREE LETS School Curricular/Sport Parents Evenings Parent Council Meetings (2 free per session) CD Classes/Courses Community Council
FUNCTION PACKAGES Ceremony & Reception Reception Package only Kids Party Package Inflatable Activity Package	ASTROTURF PITCH Pitch < 10 dates Pitch/Lights < 10 dates Pitch > 10 dates Pitch/ Lights > 10 dates	

5. ADDITIONAL NOTES/REQUIREMENTS:

I confirm that I have read the above details and verify that the information provided is accurate.

North Ayrshire Council is committed to ensuring the protection of children and adults. The Council reserves the right to refuse lets on the ground that any lessee does not comply with the Council's policies on Child and Adult Protection. The Council also requires that, as necessary, the lessee has their own child and adult protection policies in place, and ensures that staff and volunteers have been vetted through Disclosure Scotland or are registered with the PVG scheme. Further information is available from CRBS helpline 01786 849777

I understand Cancellations must be made in writing and will only be eligible for a refund if made 10 days prior to the event. Refunds are made at the discretion of the Council. VAT may be applicable on certain lets, including sporting bookings of less than 10 sessions.

I confirm that I accept responsibility for the let and will be liable for any invoices associated with this application.

I understand that the information North Ayrshire Council holds on me may be shared with other Council Departments or Public Service Organisations to improve the service provided in line with the General Data Protection Regulations and the Data Protection Act 2018.

I confirm that I have read and understood the Terms and Conditions of Let. I confirm that I comply with the requirements of the Protection of Vulnerable Groups Scheme (membership being open for persons who work with children or protected adults)"

I have read and understand agree that North Ayrshire Council will process and hold my personal details in line with the Councils Privacy Policy which can be found at <https://www.north-ayrshire.gov.uk/privacy-policy.aspx>. A written copy of the policy can be provided on request.

I understand my responsibility to have adequate measures in place to ensure attendees of my let make a speedy and safe exit of the premises in the event of an emergency.

PLEASE RETURN APPLICATION FORM TO:

Connected Communities
Community Facilities
4th Floor, Cunninghame House,
Irvine KA12 8EE

Tel: 0845 230 1325

SIGNED:

PRINT NAME:

DATE: