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| **KIRKINTILLOCH TOWN HALL**  **Booking Application Form** | **EDLC cmyk** |

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| **SECTION 1: CUSTOMER INFORMATION** | | | |
| **Name** |  | | |
| **Name of Organisation / Event** |  | | |
| **Address & postcode** |  | | |
| **Telephone number** |  | | |
| **E-mail address** |  | | |
| **Catering** | YES  ALL CATERING IS PROVIDED BY CATERERS *ELIOR*  *The data you provide will be used for the booking of your event and for statistical purposes. We will not pass any data you provide to a third party other than for administration of your request. If you have stated, you require catering for your event we will share your details with our catering partner Elior so they may contact you directly to make arrangements.*  *Please review our privacy statement here* ***www.edlc.co.uk/privacy-statement*** | | |
| **SECTION 2: ACTIVITY REQUIREMENTS** | | | |
| **Event**  **(Brief description of activity)** |  | | |
| **Date/s Required** | | | **Number of attendees** |
| **Starting time (including preparation time)** | | | **Finishing time (including any clearing up)** |
| **SECTION 4: ACCOMMODATION / CAPACITY/ SCALE OF CHARGES** | | | |
| **Accommodation ONLY  Hourly Rates** | **Standard** | **Concession** | **Size & seating capacity**  **Please tick requirements for set-up & any additions** |
| **MAIN HALL**  **17 x 16.5m** |  |  | **Theatre (220)  Cabaret (130)**  **Banquet (160)  Conference (250)**  **stage, lighting, sound, projector, screen, lectern**  **Projector/screen & lectern**  **Changing room & showers** |
| **LESSER HALL 8.8x 18m** |  |  | **Capacity: up to 160 (seated)**  **Projector/screen & lectern**  **Changing room & showers** |
| **Please see letting Terms & Conditions & booking charges** | | | |
| **SECTION 5: SIGNATURE** | | | |
| I/we hereby apply for a let of the accommodation above noted and agree to the scale of charges.  I/we have read and will comply with the terms & conditions.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_  Please return this form to: **EDLC TRUST** **Bookings**, **Kirkintilloch Town Hall, Union Street, Kirkintilloch, G66 1DH**  **Email:** [edlct.bookings@eastdunbarton.gov.uk](mailto:edlct.bookings@eastdunbarton.gov.uk)  Any information you provide on this form will be processed by East Dunbartonshire Leisure & Culture Trust in accordance with the Data Protection Act 1998. The data you provide will be used for administering your application. | | | |