

KIRKINTILLOCH TOWN HALL

Booking Application Form

SECTION 1: CUSTOMER CONTACT INFORMATION

Name			
Name of Organisation/ Event			
Address			
Postcode			
Telephone Number			
E-mail Address			
Catering	Yes	<input type="checkbox"/>	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/about-us/privacy-policy/

SECTION 2: ACTIVITY REQUIREMENTS

Event (Brief description)			
Date/s Required		Number of attendees	
Start time (including preparation time)		Finish time (including clearing up)	

SECTION 3: CHILD PROTECTION

It is the customer's responsibility to comply with all legislation and best practice in relation to child protection. In signing this form you acknowledge that you understand and shall comply with these responsibilities. For more information on our child protection requirements contact us on 0141 777 3143.

Does the let involve children under 18 years of age?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<i>We may ask for evidence of the below</i>					
Do you have a child protection policy?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Under Development <input type="checkbox"/>
Disclosure Scotland Registered?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Applied, awaiting reply <input type="checkbox"/>

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			Conference (220)	
			Theatre (220)	
			Banquet (160)	
			Cabaret (130)	
			Projector, Screen & Lectern	
			Stage	
			Lighting and Sound	
			Changing room & Showers	
			Flipchart and Pens	
LESSER HALL 8.8x 18m			Capacity: up to 160 (seated)	
			Projector, Screen & Lectern	
			Stage	
			Changing room & showers	
			Flipchart and Pens	
Please see letting Terms & Conditions & booking charges				

SECTION 5: SIGNATURE REQUIREMENT	
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	