



Community Centre Booking Form

Please complete all Sections

Section 1 – Group Details

Full Name of Group:
Purpose of Group:
Geographic Area Covered by Group:

Section 2 – Applicant Details

Full Name & Address of person making application and responsible for payment

Surname:	Forename(s):
Address (include Flat No)	
Postcode:	
Home Tel No:	Business Tel No:

Section 3 – Membership Details

Membership Numbers:	Male		Female		Total			
Age Groups:	Under 5		5-12		12-16		Over 16	

Section 4 – Purpose of let/Activity to be undertaken

Please indicate (by ✓) proposed activity or business *:

Extra Curricular/School Related		Sports/Games	
Youth Club		Social Activity	
Fund Raising Activity		Adult Education Class	

*Please Provide Details :

Name of Supervisor in charge of activity if different from let holder:
(Please note supervisors must be aged 18 years or over)

Qualifications relating to Activity:

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Section 5 – Let Requirements

Please indicate (by ✓) frequency of let:

One-off		Daily		Weekly *		Fortnightly		Monthly	
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*Please specify Number of Lets per week _____

Date(s)/Times Requested:

Start Day & Date	Finish Date	Start Time	Finish Time

Please note – part hours will be charged at full hourly rate

Section 6 - Declaration

I declare the foregoing to be a true and accurate statement and accept responsibility for payment of all charges, including damage to property as a result of occupancy of premises. I have read and accept the Conditions of Let and understand that all activities must be organised in accordance with Elderpark Housing Association’s policy and that failure to disclose any relevant information may lead to the let being cancelled or altered/additional charges being made.

It is a requirement that all cancellations must be notified in writing to Elderpark Housing Association at least 3 working days prior to the let taking place. Failure to comply with this condition will result in the full cost of the let being levied.

Signature of Applicant: _____

Position Held: _____

Date: _____



Please read the attached Conditions of Let Carefully

Elderpark Housing Association Limited 31 Garmouth Street Glasgow G51 3PR Tel: 0141 440 2244 E.mail: admin@elderpark.org
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