

**TULLYNESSLE AND FORBES COMMUNITY HALL  
APPLICATION FOR LET**

**Date/s of Let** .....

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**Requirements** (please tick)

Kitchen	<input type="checkbox"/>	From	to
Meeting Room	<input type="checkbox"/>	From	to
Main Hall	<input type="checkbox"/>	From	to
Staging	<input type="checkbox"/>		

Number of chairs ..... Number of tables .....

(Please include time required for setting up and taking down equipment)

**Purpose of Let:** .....

**If access is required at any other time please give details:** .....

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**Name of Organisation** (if applicable): .....

**Name of Person Making Booking:** .....

**Address:** .....

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**Tel No:** .....

**Email Address:** .....

<b>Will alcohol be consumed?</b>	YES/NO
<b>Will alcohol be sold?</b>	YES/NO
<b>Will food be prepared on the premises?</b>	YES/NO
<b>Will recorded music be played?</b>	YES/NO
<b>Will live music be performed?</b>	YES/NO
<b>Will there be an admission charge?</b>	YES/NO
<b>Will electrical equipment other than provided by the Hall Association be used?</b>	YES/NO

(If yes please provide details) .....

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All electrical equipment must have been PAT (Portable Appliance Testing) tested. Dates of tests may be sought. Any portable electrical equipment used must use RCD (Residual Current Device)

**Please provide details of stewarding and admission control:** .....

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I have read and understood the conditions of let and agree to accept them. I agree to adhere to any statutory requirements relating to the booking such as obtaining appropriate licenses and/or permissions, carrying out risk assessments in relation to activities and obtaining insurance if required. I agree to leave the hall in a clean and tidy condition and to pay for any damage, breakages or associated costs.

Please note that Tullynessle and Forbes Community Hall will not accept liability for any accidents or occurrences beyond its control.

**Signed** ..... **Date** .....