

APPLICATION FORM FOR HIRE OF FACILITIES

ABOUT YOUR ORGANISATION

Name of Hirer/Organisation

Invoice address

Primary Contact

Secondary Contact

Position

Position

Tel

Tel

Email

Email

Is your organisation a Registered Charity?

Charity Number

ABOUT YOUR EVENT

Name of Event/Purpose of Let

Date/s of Let

Times of Let

Is your event open to the general public ?

Will tickets be sold?

How many people do you expect to attend your event?

ABOUT THE FACILITIES YOU REQUIRE

Hall/Area you require

Equipment/ Furniture you require

Catering Facilities you require

Any other Additional/Special Information that you feel may be useful in helping us to service your event.

DECLARATION

I have read the enclosed TERMS AND CONDITIONS, and agree to be bound and abide by them. I accept/have the authority to accept full responsibility for the payment of any and all hire charges or invoices relating to the information I have provided. I understand this application is not guaranteed or confirmed until written confirmation is received from Lawrie and Symington Events Office.

Please note, when issuing invitations, advertising, schedules or promotional material, the venue should be identified as follows;

**Lawrie and Symington Limited, Lanark Agricultural Centre, Muirglen, Hyndford Road,
Lanark, ML11 9AX. (If using SatNav, please use ML11 9SZ for directions)**

Your Name _____

Your Signature _____

Date _____

Cost of Hire _____ plus VAT