KILMARDINNY HOUSE
Booking Application Form

EDLC
ED LEISURE+CULTURE

SECTION 1: CUSTOMER CONTACT 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/about-us/privacy-policy/

SECTION 2: ACTIVITY INFORMATION

Purpose Of Booking			
Date required			
Start time		Finish time	
Number of attendees			
Room Layout Requirements			
Recorded Music?	Yes	No	
Live Music?	Yes	No	
Number of participants			
Consession rate?	Yes	*Evidence required	No

Please see letting Terms & Conditions & booking charges

SECTION 3: ACCOMMODATION

GROUND FLOOR ACCOMMODATION		FIRST FLOOR ACCOMMODATION	
Theatre		Meeting Room 1	
Changing room 1		Activity Room 2	
Changing room 2		Carpeted Activity Room 3	

SECTION 4: 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		No			

We may ask for evidence of the below

Do you have a child protection policy?	Yes		No		Under Development	
Disclosure Scotland Registered?	Yes		No		Applied, awaiting reply	

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