

MAIDSTONE LEISURE CENTRE

Free Hire for Local Groups 2020/21 - Application Form

The deadline for applications is midnight Saturday 29th February 2020.

Maidstone Borough Council and Maidstone Leisure Trust offer free hire of Maidstone Leisure Centre's Mote Hall for up to four local community groups and charities each year.

Organisations are invited to apply for one free event hire on a date of their choice between 1st April 2020 and 31st March 2021.

Maidstone Borough Council will prioritise:

- Sporting or cultural events
- Events which are unlikely to go ahead without free hire
- Not-for-profit events
- Events which support young people and other target groups
- Organisations which have not previously been granted free hire

The process of applying for a free hire:

1. Before completing this form, check for availability with the leisure centre's events manager.
2. Contact Joyce Veal, Events Duty Manager, at Maidstone Leisure Centre to provisionally book the date you're interested in. You can contact Joyce on 01622 220212 or email joyce.veal@serco.com.
3. Prepare an income and expenditure analysis for your event
4. Fill out this form in as much detail as possible
5. Email your completed form to Steve Horton at Maidstone Borough Council at **stevehorton@maidstone.gov.uk** along with the event income/expenditure analysis.
6. Applications will be scored against the priority criteria
7. Successful applicants will be notified of their free event hire in the week beginning 9th March 2020. Organisations will still be eligible for their other event costs.

The deadline for applications is midnight Saturday 29th February 2020.

Please return this form and supporting documentation to stevehorton@maidstone.gov.uk

For more information call 01622 602397

Mote Hall Free Hire Application Form 20/21

Name of organisation:	
Contact name of person making the application:	
Telephone:	
Email:	
Name of event as provisionally booked at Maidstone Leisure Centre:	
Date(s) application refers to:	
Please provide outline details for the event:	
No. of people expected to attend:	
Which members of the community will the event benefit and how?	

<p>Please outline how your event meets the criteria of free hire:</p> <ol style="list-style-type: none">1. Sporting or cultural2. Unlikely to proceed without free hire3. Essentially not for profit4. Mainly supports young people and other target groups	
<p>Please give details of any previous free hire of Mote Hall awarded to your organisation</p>	

**The deadline for applications is midnight Saturday 29th February 2020.
Please return this form and supporting documentation to
stevehorton@maidstone.gov.uk
For more information call 01622 602397**

NOTE:

Applications received after midnight 29th February 2020 cannot be considered.

Successful applicants may be asked to participate in press coverage related to their free hire application.