

MAIDSTONE LEISURE CENTRE

Free Lets for Local Groups

Maidstone Borough Council and Maidstone Leisure Trust offer five free lets of Maidstone Leisure Centre's Mote Hall to local community groups and charities each year.

Maidstone Borough Council will prioritise:

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

Organisations are invited to apply for a free let on a date of their choice between 1 April 2019 and 31 March 2020.

The process of applying for a free let

1. Before completing this form, make a provisional booking with the leisure centre's events manager.
2. Contact Joyce Veal, events manager, at Maidstone Leisure Centre to provisionally book the date you're interested in. You can contact Joyce on 01622 220236 or email at 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. Send in your completed form to Mike Evans at Maidstone Borough Council at the contact details below along with:
 - a. The income/expenditure analysis; and
 - b. Latest audited accounts for your organisation
6. Applications will be scored against the entry criteria
7. Successful applicants will be notified of their free event hire in February 2019. Organisations will still be eligible for their other event costs.

The deadline for applications is Friday 25 January 2019.

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

For more information call 01622 602393

Mote Hall Free Lets Application Form

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?	
Please outline how your event meets the criteria of a free let: <ol style="list-style-type: none">1. Sporting or cultural2. Unlikely to proceed without a free let3. Essentially not for profit4. Mainly supports young people and other target groups	
Please give details of any previous free lets of Mote Hall awarded to your organisation	