**Cockburnspath Village Hall Booking Form**



***PLEASE COMPLETE IN BLOCK CAPITALS***

Name of Applicant .......................................................................................................

Address.........................................................................................................................
.......................................................................................................................................
Contact telephone no: ........................................email address .............................

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

**Details of the event ............................................................................**

**Date and time of the event ...........................................................................**

**Required set up time before event ………………………………………………………**

**Required clear up time after event ………………………………………………………**

**NOTE: Week-end bookings are from 12 noon Friday to 12 noon Sunday**

Area of the Hall Required Full Hall (default) 🞎

 Main Hall Only (No seating area or kitchen) 🞎

 Cafeteria Seating Area + kitchen 🞎

Special requirements Tables 🞎 Number required ……….

 Chairs 🞎 Number required ……….

 Crockery 🞎 Number required ………..

 Cutlery 🞎 Number required ………..

 Projector 🞎 - additional charge – see booking clerk

 Sound System 🞎 - additional charge – see booking clerk

 Screen 🞎 - additional charge – see booking clerk

 Stage (subject to availability and additional charges apply) 🞎

Category of user: local / non-local user

Estimated number attending .....................................

For Fire Precautions Regulations we require names and addresses of ***Responsible Persons*** who will be present throughout any event.

For bookings we require the name and address of 2 responsible persons and contact numbers

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Contact Telephone No.** |
|  |  |  |
|  |  |  |

**Conditions of booking:**

* **To treat the hall with care and respect**
* **To clean the hall after my booking only with the provided cleaning**

**equipment and products**

* **To return the cafeteria seating area back to its usual layout**
* **To report any accidents and record them in the accident book**
* **To report any damage to the hall**
* **To complete the sign in sheet when arriving and leaving**
* **To turn off the lights and hot water heaters before leaving**
* **To make sure that the hall is locked on leaving**
* **To keep the side doors closed if playing music or films during an**

**evening booking**

* **To provide a copy of liability insurance to the hall from any hire**

**equipment company (such as bouncy castle supplier)**

**I agree to abide by the hall booking conditions as notified and will complete the sign-in sheet**

  Signature .......................................................................... ...

 Date .........................................

Payment details:-

By cheque: Please make cheques payable to Cockburnspath Village Hall

By BACS: Account Name: Cockburnspath Village Hall

 Sort Code: 80-22-60

 Account No: 17623962

Return via email to: cockburnspathvillagehall@yahoo.co.uk

For hall use:

Deposit Paid: Amount: ……………. Date: ………………..

Deposit returned: Amount: ……………. Date: …………………