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

**Start time of booking ………………………………………………………….**

**End time of booking ………………………………………………………….**

**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 ………..

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**Extra charges for: Projector 🞎 Sound System 🞎 Screen 🞎**

 **Stage (subject to availability) base only 🞎**

 **full stage 🞎**

**Please see ‘Village Hall Hire Charges’ for details of extra charges**

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Please detail any equipment eg bouncy castle, generator, being brought into the hall

………………………………………………………………………………………………………….

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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: …………………