

Traquair Village Hall Booking Form

Celebratory Events

Hirers Details

Full Name

Home Phone

Address

Mobile Phone

Email Address

(NB: Hirer must be over 21 years of age)

Event Details

Date of Event From

Entry Time

To

Event Start Time

Event End Time

Name of Event

Estimated number of attendees

Number of Adults

Number of Children aged 0-15

Number of Young Adults aged 16 - 17

(NB: Maximum overall capacity of the hall is 110 persons)

Facilities Required

Main Hall & Committee Room

Previous day/early entry

Kitchen

Next day clean-up/access

Licensed Bar

Other

Charges

£200 exclusive use hall hire; Previous day set-up additional £50; Post-event clear-up additional £50

£10 Bar License (any additional bar charges to be discussed with the Booking Secretary)

£30 Cleaning charge (mandatory requirement)

£50 Kitchen use self-catering; £75 Kitchen use outside caterers

£30 Bottle disposal for unlicensed events (NB: We encourage hirers to dispose/recycle themselves)

Total Cost

Declaration

I confirm I understand and agree the Terms and Conditions for the hiring of the hall.

I confirm no alcohol will be brought onto the premises if a bar is provided unless agreed with the Booking Secretary.

I enclose a cheque made payable to Traquair Village Hall for half the total cost as a deposit

I confirm I have paid by BACS half the total cost as a deposit (Sort Code 80-09-33, Account No. 00883122)

I confirm that payment of the balance will be made at least two weeks before the event

Signed

Notes

Date