

# Traquair Village Hall Booking Form

## Occasional / One-time booking

### Hirers Details

Full Name

Home Phone

Address

Mobile Phone

Email Address

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

### Event Details

Date From

Entry Time

To

Event Start Time

Event End Time

Name of Event

Approx number of attendees

Number of Children aged 0-15

Number of Adults

Number of Young Adults aged 16 - 17

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

### Facilities Required

Main Hall & Committee Room

Other

Kitchen

Licensed Bar

### Charges

£12 per hour for occasional use (charge is inclusive of all facilities)

Additional charges apply for previous/next-day access (typically £50, please ask the Booking Secretary)

£20 charge for use of the kitchen to prepare/cook/serve food (use of tea-making facilities are available at no charge)

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

£30 Cleaning charge (mandatory requirement)

Any additional event requirements to be discussed with the Booking Secretary

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