

# Traquair Village Hall Booking Form

## Regular Use

### 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

Start Time

Frequency Weekly

End Time

Fortnightly

Monthly

Other

Details

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

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

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 confirm that payment will be made regularly for the ongoing hire (at least monthly)

I confirm that all hire fees will be settled each year prior to the hall's financial year-end

Payment can be made via BACS (Sort Code 80-09-33, Account No. 00883122) or by cheque payable to Traquair Village Hall Fund

Signed

Notes

Date