

BOOKING FORM FOR CANNICH HALL

Booking No

Name of Applicant:

Organisation:

Address:

Telephone:

Mobile No:

Email (please print very clearly):

Purpose of let:

Details for the invoice (if different from applicant):

Organisation:

Name:

Address:

Telephone:

Email (please print very clearly):

Days & Dates required or Details of Block Bookings:

Times required	Sports Hall	Kitchen	The Loft upstairs	Community Room	Exclusive use of all rooms
From -entry time					
To - exit time					

Estimated number of attendees:

Estimated number under 18yrs old:

Please tick equipment required and numbers required if booking the sports hall for a function.

Tables (number)	Chairs (number)	Demountable stage	PA system	Bunting	Coloured lights

Please give details of any assistance required:

Caretaker (setting up hall £10 per hour)	Cleaner (£10 per hour)
---	----------------------------------

Conditions of Let

All let's will be governed by the Cannich Hall Conditions of Let. Please ensure that you have read them. They are set out in the Cannich Hall Handbook which is available on-line (www.cannich-hall.co.uk) and can be emailed to you, on request.

Please tick the boxes which apply to you (refer to the Handbook for guidance). If you need assistance with any of these requirements please ask the booking secretary for help.

Protection of vulnerable Groups scheme record (PVG)

Names & contact details for event stewards

Licence for a bar Market trading licence

Personal Liability Insurance for a bouncy castle & operating advice form

Declaration:

In the event of being granted the use of the premises applied for, I/my organisation agree to abide by the Cannich hall Conditions of Let. I /my organisation agrees to pay for any damages (or insurance excess) occurring as a result of this let.

Please tick this box to confirm that you have read the Conditions

Name:

Signature: **Date:**

Position in organisation (if applicable).....

Please return form to Cannich Hall, Cannich, Beauly, IV4 7LJ

If you have any question regarding booking the hall please contact Roni Smith
www.info@cannich-hall.co.uk or 01456 415 440

FOR OFFICE USE ONLY:

Contact Applicant:

Comments:

Total Booking Cost: