

PDF booking form

## **Gavinton Village Hall Booking Form**

It is important that you

- read the Conditions of Let before completing this application form
- contact us immediately should you wish to change or cancel the booking

Complete this Booking Form, and either

- **EMAIL** it as an attachment to: [hallbooking@gavinton.net](mailto:hallbooking@gavinton.net), or
- **POST** it to: Hall Booking Secretary, Gavinton Village Hall, South Street, Gavinton, TD11 3QS

Alternatively, printed forms are available in the village hall.

The bookings secretary will contact you to finalise the reservation

### **Booking Details**

Name of applicant

Address

Contact telephone number

Email address

Details of event

Date and time of event

Date

Start time (including setting up)

End time (including clearing up)

Area of hall required (main hall, small hall, kitchen)

Additional time required for setting up and cleaning

Special requirements (use of projector, screen, hot water from kettle, geyser or tap, etc.)

Category of let (local or non-local user)

Estimated number of people attending

Deposit paid (where appropriate) amount and date

## **Fire Precaution Regulations**

If **numbers exceed 50**, we require the names and addresses of two responsible persons who will be present throughout the event

A sign-in sheet will be provided in case of fire

Responsible persons:

Name 1

Address 1

Name 2

Address 2

By submitting this form, I accept that I have read and agree to abide by the Conditions of Let as defined on the Gavinton community website

Print your name:

Signature

Date

We take your privacy seriously, and, in accordance with legal requirements (Data Protection Act, 1998), will only use your personal information to administer your application