



Gavinton Village Hall Booking Form

It is important that you:

- read the **Conditions of Let** before completing this booking form
- contact us immediately should you wish to change or cancel the booking
- are aware of Fire Precaution Regulations – if numbers exceed 50, we require the names and addresses of two responsible persons who will be present throughout the event

Complete this Booking Form, and either:

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

Copies of this form, the Conditions of Let, and Hire Charges forms are available in the Village Hall

The bookings secretary will contact you to finalise the reservation within two working days of receiving this form

Booking Details (please answer all the following questions)

Name of applicant:

Address:

Contact telephone number:

Email address (if available):

Purpose of event:

Date of event: (for Recurring Events see below):

Start time (including setting up):

End time (including clearing up):

Estimated number of people attending:

Do wish to use the kitchen equipment (other than the kettle): Yes / No

Do wish to use the audio-visual equipment: Yes / No

Please see the hire charges for more information

Recurring Events

If you wish to book an **event to repeat at regular intervals**, please provide

- details of the frequency:
(e.g. *weekly on a Monday*)
- start date:
- end date:
- known breaks:
(e.g. *for holidays*)

Note: the start and end time will remain the same for each event

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 person 1:

Name:

Address:

Responsible person 2:

Name:

Address:

If you are running an event which is open to the public, would you like to display information about it in the Village Hall, be mentioned in the Village Hall newsletter or on our Facebook Page? Yes / No

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

<https://www.gavinton.net/wp-content/uploads/2021/09/conditions-of-let.pdf>

Print your name:

Signature:

Date: