



Fochabers Public Institute

15 High Street, Fochabers, Moray, IV32 7EP

General enquiries 07843967409 – Bookings 07513194445

Email fochabers.institute@gmail.com – Website <http://fochabersinstitute.org>

Booking Form (Interactive version)

You should download a copy of this form to your device before filling it in.

Please read the terms and conditions for users before completing the form. They can be viewed and downloaded on our website at <http://fochabersinstitute.org>

You can check availability on our website at <http://fochabersinstitute.org> or by contacting bookings (details below)

1. Name of applicant

2. Name of organisation

3. Address

4. Contact telephone number (mobile or landline)

5. Contact email address

6. Date of function

7. Times required (including setting up and taking down)

8. Type of function (concert, party, wedding, birthday, corporate).

(Please note that in the case of a birthday that requires licenced bar facilities the age of the person whose birthday it is, is required for the licence application)

9. Does your function require bar facilities (see T&C's) Yes or No (please state)

(Bring your own bottle events are not permitted on the premises, see T&Cs)

10. Catering requirements. Are you using professional caterers Yes or No (please state)

11. Is function ticketed Yes or No (please state)

12. Estimate number of people attending (see T&C's)

Adult

Under 18

13. Do you require assistance in setting up prior to your event (Hall manager to set up and clear tables and chairs and or portable stage £25.00). Yes or No (please state)

14. Please state your booking requirements (Indicate yes or no against your room requirements))

All rooms hall hire (required for large event, e.g. concert, party, corporate or wedding).

Or

Main Hall.

Christie Room

Hub (meeting room)

Small meeting room

Gordon & Ena Baxter Kitchen

Green room

2nd dressing room

Stage

Stage equipment, inc PA system, sound and lighting (see T&Cs)

15. Additional or special requirements to bring to the hall management's attention

16. The institute is happy to advertise your event on social media and our website, if it is open to the local community. Would you like us to do this for you?

Could you please confirm that you are over 18 and can provide proof if required

I have read, understood, and agree to comply with all terms and conditions as applied to this booking application (this must be ticked to enable us to confirm your booking)

Date of application

Signed

Save this document before closing and emailing or printing

Please note.

It is a condition of hire that any external electrical appliances required for use during a booking are brought to the attention of the hall management prior to the event taking place. All electrical items must be PAT tested and display the appropriate sticker.

A booking will not be confirmed until a completed form and appropriate payment is

returned to fochabers.institute@gmail.com or to Alan Brown, 9 Institution Road,
Fochabers, Moray, IV32 7DZ. Ver 06/19