



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 (Print version)

You should complete this form in ink and return to the Bookings Manager, details below.

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

You can check availability of dates by contacting the hall manager (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)

9. Does your function require bar facilities (see T&C's)

Yes or No (please state)

10. Is function ticketed

Yes or No (please state)

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

Adult

Under 16

12. Do you require assistance in setting up prior to your event (an estimate of cost will be provided). Yes or No (please state)

13. Please state your booking requirements (State Yes or No as required)

All facilities hire (full day or evening, required for large event, e.g. concert or wedding)

Yes or No (please state)

Main Hall. Yes or No (please state)

Balcony. Yes or No (please state)

Stage. Yes or No (please state)

Stage equipment, inc PA system, sound and lighting (see T&C's). Yes or No (please state)

Green room. Yes or No (please state)

2nd Dressing Room. Yes or No (please state)

Christie Room. Yes or No (please state)

Gordon & Ena Baxter Kitchen. Yes or No (please state)

Hub (Meeting Room). Yes or No (please state)

Small meeting room. Yes or No (please state)

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

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?

Yes or No (please state)

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 confirm booking)

Date of application

Signed (type name)

A booking will not be confirmed until a completed form is returned to

fochabers.institute@gmail.com or to Alan Brown, 9 Institution Road, Fochabers, Moray, IV32 7DZ