



**Fochabers Public Institute**

15 High Street, Fochabers, Moray, IV32 7EP

07513194445 – [fochabers.institute@gmail.com](mailto:fochabers.institute@gmail.com) - <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 by clicking on [link](#) here

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) -

10. Catering requirements. Are you using professional caters?

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 (an additional charge may be applied)  
Yes or No (please state) -

14. Please state your booking requirements (indicate yes or no against your room requirement)  
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 -

2<sup>nd</sup> Dressing Room -

Stage -

Stage equipment, inc PA system, sound and lighting (see T&C's) -

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?  
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) -

**Save this document before closing and emailing or printing**

Please note. A booking will not be confirmed until a completed form and appropriate payment is returned to [fochabers.institute@gmail.com](mailto:fochabers.institute@gmail.com) or to Alan Brown, 9 Institution Road, Fochabers, Moray, IV32 7DZ

Ver 08/18(3)