



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 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)

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 (**enter an 'x' next to rooms and facilities required**)

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

Main Hall -

Balcony -

Stage -

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

Green room -

2nd Dressing Room -

Christie Room -

Gordon & Ena Baxter Kitchen -

Hub (Meeting Room) -

Small meeting room -

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) -

Save this document before closing and emailing or printing

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

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