



Fochabers Public Institute

15 High Street, Fochabers, Moray, IV32 7EP

07513194445 – 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

Click or tap here to enter text.

2. Name of organisation

Click or tap here to enter text.

3. Address

Click or tap here to enter text.

4. Contact telephone number (mobile or landline)

Click or tap here to enter text.

5. Contact email address

Click or tap here to enter text.

6. Date of function

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

(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) - **Click or tap here to enter text.**

(A minimum of 30 days' notice is required to apply for licence)

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

10. Catering requirements. Are you using professional caterers?

Yes or No (please state) - **Click or tap here to enter text.**

11. Is function ticketed

Yes or No (please state) - **Click or tap here to enter text.**

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

Adult - [Click or tap here to enter text.](#) Under 18 - [Click or tap here to enter text.](#)

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) - [Click or tap here to enter text.](#)

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) - [Click or tap here to enter text.](#)

Or

Main Hall - [Click or tap here to enter text.](#)

Christie Room - [Click or tap here to enter text.](#)

Hub (Meeting Room) - [Click or tap here to enter text.](#)

Small meeting room - [Click or tap here to enter text.](#)

Gordon & Ena Baxter Kitchen - [Click or tap here to enter text.](#)

Green room - [Click or tap here to enter text.](#)

2nd Dressing Room - [Click or tap here to enter text.](#)

Stage - [Click or tap here to enter text.](#)

Stage equipment, inc PA system, sound and lighting (see T&C's) - [Click or tap here to enter text.](#)

15. Additional or special requirements to bring to the hall management's attention - [Click or tap here to enter text.](#)

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) - [Click or tap here to enter text.](#)

Could you please confirm that you are over 18 and can provide proof if required - [Click or tap here to enter text.](#)

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) - [Click or tap here to enter text.](#)

Both boxes must be ticked to enable us to confirm your booking

Date of application- [Click or tap here to enter text.](#)

Signed (type name) - [Click or tap here to enter text.](#)

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** (copy and paste) or to Alan Brown, 9 Institution Road, Fochabers, Moray, IV32 7DZ.

Ver 04/23