

Fochabers Public Institute
15 High Street, Fochabers, Moray, IV32 7EP
General enquiries and Bookings 07513194445 9am-6pm
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://www.fochabersinstitute.org/ or on application to the Bookings Manager.

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

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)
(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&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 (Fee for hall manager to set up and clear tables and chairs £25.00 and for 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

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 ☐

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

Date of application Signed

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 The Hall Manager, Fochabers Public Institute, 15 High street, Fochabers, Moray, IV32 7EP.2 7DZ.