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|  |  | | | | | | | | | | | | | | | | | | | | |  |
| I/We hereby apply for the let of the | | | | | | | | \*Main Hall / Small Hall / Kitchen / Room | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Dates | | | | Event Start/Finish Time | | | | | | | | Setup/Clear Up Times | | | | | | | | |
|  | | |  | | | | | | | | |  | | | | | | | | |
|  | | |  | | | | | | | | |  | | | | | | | | |
|  | | |  | | | | | | | | |  | | | | | | | | |
|  | *Setup/Clear up Times is when you need into the hall to prepare for your event* | | | | | | | | | | | | | | | | | | | | |  |
|  | Purpose of the Let | | | | |  | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | |  |
|  | Permission for the Sale of Excisable Liquor | | | | | | | | \* will / will not | | | | | be applied for. | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | |  |
|  | Provisional Booking |  | Confirmed Booking | | | | |  | | \* Delete where applicable | | | | | | | | | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | | |  |
|  | I/We will confirm within 28 days of provisional booking being made | | | | | | | | | | | | | | | | | |  | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | |  |
|  | I/We agree to the Scale of Charges and to observe the Conditions of Let | | | | | | | | | | | | | | | | | |  | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | |  |
|  | Signature |  | | | | | | | | | Date | | | | | |  | | | |  | |
|  |  |  |  | | | | |  | |  | | | | | |  | |  | |  | | |
|  | On behalf of |  | | | | | | | | | | | | | | | | | | | |  |
|  |  |  |  | | | | |  | |  | | | | | |  | |  | |  | | |
|  | Contact Name |  | | | | | | | | | Telephone Number | | | | | |  | | | |  | |
|  |  |  |  | | | | |  | |  | | | | | |  | |  | |  | | |
|  | Email Address |  | | | | | | | | | | | | | | | | | | | |  |
|  |  |  |  | | | | |  | |  | | | | | |  | |  | |  | | |
|  | Account to be sent to: (Full Name and Address including Postcode) | | | | | | | | | | | | | | | | | | | | |  |
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|  | Postcode |  | | | | | Charity Number | | | | |  | | | | | | | | |  | |
|  |  |  |  | | | | |  | |  | | | | | |  | |  | |  | | |
|  | Completed Application form to be returned to: | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  |  | | | | |  | |  | | | | | |  | |  | |  | | |
|  |  | Longmore Community Hall | | | | | | | | | | | | | | | | | | | |  |
|  |  | Banff Road | | | | | Date | | | | | | | |  | | | | | | |  |
|  |  | Keith | | | | | Confirmed | | | | | | | |  | | | | | | |  |
|  |  | AB55 5HA | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | | | | | | | | | | | | | | | | |  |
|  |  | Email: longmorebookings@gmail.com | | | | | | | | | | | | | | | | | | | |  |
|  | Tel Number for Enquiries: 07707 001566 | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | |  |
|  | The above details will only be held and used for the purpose of your booking. At no time will they be passed to any third party. | | | | | | | | | | | | | | | | | | | | |  |

Please complete all sections and return by email or post to the address at the foot of the form.