|  |  |  |
| --- | --- | --- |
|  |  |  |
| 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) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | 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.