

Longmore Community Hall Booking Form



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

I/We hereby apply for the let of the		*Main Hall / Small Hall / Kitchen / Room	
Dates	Event Start/Finish Time	Setup/Clear Up Times	
<i>Setup/Clear up Times is when you need into the hall to prepare for your event</i>			
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 Keith AB55 5HA		Date Confirmed	
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.			