



Town Hall Booking Form

Please return to:

Moffat Town Hall
High Street Moffat, DG10 9HF or:
e-mail: moffathall@gmail.com

Booking No:
[for admin. completion]

Which Room do you Require?:

Main Hall

Reception Room

Kitchen

Whole of Town Hall

When Required

Date(s)

.....

Time(s) Entry:

.....

Departure:

.....

(Please note that entry time allows Hirers to enter the hall half an hour earlier to set up and departure time allows half an hour after event to tidy up/vacate hall)

Contact Details:

Organisation:

Contact Person:

Name:

Name:

Address:

Address:

.....
.....
.....

.....
.....
.....

Tel:

.....

Do you have Public Liability Insurance?

Yes

.....No

If yes,

please give name of insurer:

.....

Signature

I acknowledge receipt of, and accept, the Terms and Conditions and Information related to the Booking.

Type of Event:

No. Of people expected:

Please give name of responsible / lead person AT the event:
[This is for fire safety requirements]

Are you providing music?

Yes

No

If so, what kind:

[e.g. Pre-recorded, live]

Do you require a Bar?

Yes

No

If yes, provide details of Licensee:

Name: contact details *[address, phone no.]*:

Do you require Additional Facilities?

P.A. System

Induction Loop

Electric Screen

Pillar Electric Sockets *[outside use]*

Stage Access

Wifi

Advertising support

Any Special Notes or Requirements:

For Admin.

Rate Applied:

Total Cost:

Signature of Booking Person: