



Booking form for use of Eassie & Nevay Hall

Title of event i.e. as used in publicity			
Timing of event	Event starts at:	Event finishes at:	
Day(s) of week	Choose an item.		
Date(s) of booking (for frequent bookings state only start and end dates and tick when required, weekly or monthly.	<i>From:</i>		
	<i>To (inclusive):</i>		
	Days	Weekly	Monthly
If you require to prepare for the event at another time please give details here			Enter hall at (time) : Leave hall at :
Nature of applicant (Please mark all which apply - some groups are eligible for discounted rates)	ENKCA member Community group Charity Sports Club Fitness Group Commercial\Corporate Private Let		Other (please specify)
Name of organisation or person in whose name the event is to be held.			
Name, Address/Telephone /email of the Event Organiser (EO) (The person responsible for ensuring ENKCA Conditions of Let are complied with)			
Name, Address/Telephone /email of the Responsible Person for the period of the let (if different from the Event Organiser)			
If alcohol is to be served name the person responsible for maintaining order. (this person should not be drinking alcohol)			

ENKCA facilities to be used.	Facility	Will use = YES Will not = NO	ENKCA use only Rate	Facility	Will use = Yes Will not = No	ENKCA use only Rate
	Main Hall			PA system		
	Strathview Room			Staging (area needed)		
	Room 1			AV \Projector		
	Room 2			Cleaning		
	Bar (without alcohol)			Setting up (Chairs\tables)		
	Bar (with alcohol)			Other (state)		
	Kitchen use 1 (Teas/coffee)			Other (state)		
Kitchen use 2 (full food preparation)			Other (state)			

Legalities	Approximate number of people attending this event
Will alcohol be served at this event? (Underline yes or no)	If Yes please confirm an appropriate licence will be in place
Will children be present who are NOT supervised by their own parent or guardian?	
If YES please confirm that you have appropriate child protection policies in place including proper vetting procedures.	

This application must be signed by the Event Organiser

I have read and understand the ENKCA conditions of let and agree to abide by them.

To the best of my knowledge the above information is true.

Signed:

Date:

For ENKCA use

Booking Fee paid £ _____

Date: _____

Patron: The Honourable Lord Eassie

Scottish registered charity SCO33791

Registered office: The Community Hall, Balkeerie, Eassie, Angus. DD8 1SQ

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