

Victoria & Albert Halls (Ballater) Trust

HALLS BOOKING FORM 2017

(Revised July 2015)

Before completing this form, please read the Conditions of Hire, particularly regarding :

- **Provision of a Fire Safety Officer (Para 2)**
- **Provision of First Aid cover (Para 3)**
- **Requirements in relation to Liquor Licensing (Para 7)**
- **The latest time by which any Hall must be vacated (Para 8)**
- **Requirement to check lights, heating and lock-up, incl. removal of rubbish and general tidiness following an event where appropriate (Para 10)**

1. Name of Hirer
2. Contact Name / Address (The invoice will be sent to this address).....
3. Contact Telephone number (essential)
4. Email address.....
5. Please mark with a cross (X) which Hall(s) or Room(s) required and note **Maximum Occupancy** of each:

Hall/Room	Victoria Hall	Albert Hall	Mike Sheridan Room	Beaton Craigie Room
Seated Audience	200	110	75	36
Dancing (small tables)	150	90	N/A	N/A
Dinner With Tables	120	100	N/A	N/A
Please tick				

6. Date of hire (detail multiple dates on a separate page).....
7. Entry time for hire...../pm End of hire time.....am/pm
8. Event start time/pm Event end timeam/pm
9. Type of Event
10. Expected number of persons attending event

Will a license to sell alcohol be applied for?	
What is the expected proportion of children under 16?	
Number of Tables required	
Number of Chairs required	
Access to kitchen required? (Subject to Food Safety Act 1990)	
Access to Victoria Hall stage required?	

- **The Hallkeeper is not paid to set out tables and chairs – Please contact the Hallkeeper direct regarding further assistance if available for an additional fee (£8 /hr) Mob. Number 07921 460368.**
- **Albert Hall Kitchen – equipped but limited crockery available, none in Victoria Hall kitchen – kettle only.**

15. Have you read and understood the attached Conditions of Hire and do you agree to abide by these?

MUST BE COMPLETED

Yes ()

Signed.....**Date**.....

Please return the completed form: by hand to Ballater Library, by Post to: Faye Swan, 30 Monaltrie Avenue BALLATER AB35 5RX or scan and Email a copy of the signed Booking Forms to the Halls' email info@victoriaandalberthalls.co.uk . Confirmation will be sent by email or by post if SAE included.

Room(s)_____

Diary

Website

Confirmation

Hallkeeper

For Halls' Use only