



MINGINISH COMMUNITY HALL BOOKING FORM

This Booking Form is to be used in conjunction with the Minginish Community Hall Association (MCHA) Booking Terms and Conditions which is issued separately and will be listed on the MCHA website.

1. Date Hall Required (from/to if more than once): _____
2. Time hall required (include setup/clear): From: _____ am/pm
To: _____ am/pm
3. Hall required for/name of event: _____
4. Person making booking (name/contact info): _____
5. Area of Hall/Accessories/Equipment requested:
Main Hall: Preshall: Arnaval: Kitchen Access:
Preshall Beag: Preshall Mor:
Tables large (20 max) _____ Tables small (10 max) _____ Tables kids (3max) _____
Chairs (160 max) _____ Chairs Upholstered (40 max) _____ Chairs kids (12max) _____
6. Will music be played? _____ Will alcohol be served? _____

If so, I confirm that I require an Occasional Licence and that I am responsible for meeting the requirements of that licence. Enter Signature:

7. I confirm that I will comply with the terms and conditions of this booking form and those detailed in the MCHA Booking Terms and Conditions and that I accept full responsibility for the hall during the period of hire (signature and Date):

_____ Today's Date (day/month/year): _____

8. Date form sent/handed over on (day/month/year): _____

MCHA Use Only:

9. Form received by MCHA on(day/month/year): _____
Signed on behalf of MCHA: _____
10. Outcome: booking arranged yes/no Hire Charge £
 caretaker informed yes/no
 diary updated yes/no website updated yes/no
11. Copy returned to hirer on

Space for any Extra Info/Comment: