Victoria & Albert Halls (Ballater) Trust

HALLS BOOKING FORM 2019

(Revised December 2018)

Date(s)

Room(s)

Diary
Website
Confirmation
Hallkeeper
For Halls' Use only

Before completing this form, please read the Terms & 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) Day_____Month_____Year_____

7. Entry time for hire……/pm End of hire time..... ..am/pm

8. Event start time ……/pm Event end time ....am/pm

9. Type of Event .....

10. Expected number of persons attending event .....

Will a license to sell alcohol be applied for?	**Yes / No**
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) • **Albert Hall Kitchen – equipped with limited crockery.** • **Victoria Hall kitchen –no crockery, kettle only.**	**Yes / No**
Access to Victoria Hall stage required?	

Note: The Hallkeeper is not paid to set out tables and chairs – Please contact Stan Tongue for assistance if available for an additional fee (£10/hr) Mobile 07468 210068.

11. 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 the Halls via the letterbox in the Albert Hall door or 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.