



Booking form for use of Eassie & Nevay Hall

Title of event i.e. as used in publicity

[Click here to enter text.](#)

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.

From:

To (inclusive):

Days

Weekly

Monthly

If you require to prepare for the event at another time please give details here

[Click here to enter a date.](#)

Enter hall at (time) :

Leave hall at :

Nature of applicant

(Please mark all which apply - some groups are eligible for discounted rates)

Choose an item.

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	Choose an item.		PA system	Choose an item.	
	Strathview Meeting Room	Choose an item.		Staging (area needed)	Choose an item.	
	Room 1 Treatment Room	Choose an item.		AV \Projector	Choose an item.	
	Room 2 Office	Choose an item.		Cleaning	Choose an item.	
	Bar (without alcohol)	Choose an item.		Setting up (Chairs\tables)	Choose an item.	
	Bar (with alcohol)	Choose an item.		Other (state)		
	Kitchen use 1 (Teas/coffee etc)	Choose an item.		Other (state)		
	Kitchen use 2 (full food preparation)	Choose an item.		Other (state)		

Legalities		Approximate number of people attending this event	
Will alcohol be served at this event? (Underline yes or no)	Choose an item.	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?		Choose an item.	
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:

Patron: The Honourable Lord Eassie

Scottish registered charity SC033791

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

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