

Nethy Bridge Community Centre Booking Form

Please complete all sections of this form

Name:	Contact Number				
E-mail address					
Address	Organisation or Group (if applicable)				
Date (s) required					
Facilities required (Please indicate)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 25%;">Small Hall</td> <td style="text-align: center; width: 25%;">Large Hall</td> <td style="text-align: center; width: 25%;">Kitchen</td> <td style="text-align: center; width: 25%;">Field</td> </tr> </table>	Small Hall	Large Hall	Kitchen	Field
Small Hall	Large Hall	Kitchen	Field		
Time required	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">From:</td> <td style="text-align: center; width: 50%;">To:</td> </tr> </table>	From:	To:		
From:	To:				
<p>Please state entry time for setting up</p> <p>Maximum 2 hours is allowed without charge, over and above will be charged at hourly rate</p>					

Please indicate if you require the following:

Sound system (large hall only)	Stage	Projector & Screen	Extension leads	Wi-Fi
Other				

Data Protection – This information will only be used for the purposes for which it was obtained and will not be shared with a third party

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By signing this Booking Form you confirm you have read and agree to the following:

1. General Terms and Conditions of Hire (attached)
2. Special Conditions of Hire during COVID-19 (attached)
3. Public Entertainment Licence (attached)
4. Nethy Bridge Community Centre Risk Assessment
5. Provided a copy of your own Risk Assessment and Public Liability Insurance
6. You have a Child Protection Policy(if appropriate)

All areas must be left in a good, clean, tidy order and condition. All waste (including kitchen waste) to be removed from the building into Highland Council bins outside kitchen door (Please see also Special Conditions of Hire relating to disposal of potential COVID waste)

No drawing pins, sellotape or blue tack to be used on any walls throughout the building for displaying posters etc. Please use A4 display holders provided or contact Booking Secretary

Please provide own Dish Towels to prevent cross-contamination

I have read and agree to comply with the Conditions of Let for Nethy Bridge Community Centre

Signed _____

Date _____

Please note your booking will not be accepted until all conditions above have been met

Please return completed form to :

Jenny Carrott,
Booking Secretary
Tigh na Fraoch
Nethy Bridge PH23DA

Tel : 01479 821400

email:Community.centre@nethybridge.com

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