

The Centre Booking Form



Please return to the Booking secretary: Mike Hallsworth,
7 David Hume View, Chirnside, Duns, Berwickshire TD11 3SX
Tel 01890819058 or 07906868916 Email cdgbookings@gmail.com

Description of Event including estimated numbers:

Hirer Details:

Name:		Address.
Telephone:		
Email:		

I Have Read and accept the condition of hire and will comply with the fire policy,
(copies of both are on the website and In Kitchen Drawer)

Signed:	
Date:	

Please tick all of the below that apply and complete any other required field.

1. Relevant licences for alcohol / performance obtained		Licence holders name if relevant.	
2. Children or Vulnerable Adults are involved		Any necessary protection measures are in place.	
3. If the Hirer is Commercial name of insurance company			

Hire Category

	Local		Outside Chirnside			
Tick one box only	Group	Individual	Commercial	Charity	Government	Other please state.

Period of Hire must include setting up and clearing away times

From:	Date		Time	
To	Date		Time	

Rooms Required:

Please tick all that apply

	Whole Building		Studio 1
	Function Room		Studio 2

Use of Kitchen Required

(Please Note exclusive use of the kitchen can only be Guaranteed if the whole of the building is hired. Studio 1 includes hatch to kitchen)

Cost Of Hire (see charge sheet) Cheques with booking to Chirnside Development Group preferred)

£

Details of any Items required such as Chairs ,Tables and staging:

For official use only

Booking Accepted		Sent to Treasurer	
Booked on Calendar		Invoice Number	

