

The Centre Booking Form



Please return to the Booking secretary: Mike Hallsworth,
7 David Hume View, Chirside, Duns, Berwickshire TD11 3SX
Tel 01890819058 or 07906868916 Email michael.hallsworth@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 Chirside		
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 Chirside Development Group preferred)				£		
Details of any Items required such as Chairs ,Tables and staging:						
For official use only						
All items on form complete				Booking Accepted		
Deposit Required				Payment Recieved		