



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:	X		
Hirer Details:			
Name:		Address.	
Telephone:		X	
Email:			
<p style="color: red; font-weight: bold;">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)</p>		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	Commercial	Government
	Individual	Charity	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	Y	Sent To Treasure	
Booked on Calendar	Y	Invoice Number	