

SEIL ISLAND COMMUNITY HALL BOOKING FORM / INVOICE

Name of Business / Club / Individual / Organisation

Category Local or Non-local

Contact Person

Name _____

Address _____

Tel.no; _____

E mail _____

Purpose of Let _____

Regular Meetings

Days and Dates	Times	Whole Facility	Main Hall	Small Hall

Single Event

Number of persons expected to attend: - _____ (estimate)

Day and Date	Times	Whole Facility	Main Hall	Small Hall

N.B. Hire of a hall includes use of the kitchen, possibly shared.
If set-up time or clean-up time is required this must be booked.

Conditions of Let. Please sign to confirm that you have read and accept the Conditions of Let accompanying this form.

Signed _____ Date _____

On behalf of (Club/Organisation) _____

25% of hire to be paid with booking form

Balance payable no later than 7 days before event

For large functions (Over 100 People) A deposit of £150 against damage is payable before key is picked up. To be returned after satisfactory inspection of facilities.

Booking is only confirmed on return of form.

Cheques made payable to "Seil Island Community Hall"

And sent to; Janet Scott, 8 Kilbrandon Cottages, Balvicar By Oban, PA34 4RA

Would you like your event to be advertised on the Hall's website YES / NO (Please tick)

For Booking Sec's use

Charge	Deposit pd.	Bal. of _____ due by _____
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