

MENZIES HALL, FINTRY, STIRLINGSHIRE

Charity No. SC 030984

BOOKING FORM

Please complete this form and return to our Bookings Administrator
Fiona Leslie, 6 Menzies Drive, Fintry, G630YG
or Scan and Email to **MenziesHallBookings@gmail.com**

NAME

ADDRESS

POST CODE

TELEPHONE

EMAIL

FACILITIES REQ Main Hall / Lesser Hall / Kitchen (Delete as appropriate)

PURPOSE OF LET

DATE OF HIRE

STARTING TIME

FINISHING TIME

SET UP / CLEARING UP TIME

(Normally 1.5 hours total) Please let us know if you need extra time as this may be chargeable.

CONDITIONS OF LET Please ensure you read our conditions carefully, in particular section 3 Insurances and section 8 Licences / Permissions.

DECLARATION I have read and accept the “Conditions of Let” and understand my responsibilities as a hirer of the hall.

Signature

Date