



# Campbeltown Town Hall Booking Enquiry Form



Applications for hire are processed and considered by the SKDT bookings office in the first instance. This can be done online using the booking form on the website or by visiting the staff in the Town Hall between Monday and Friday 9am to 5pm at 54 Main Street, Campbeltown, Argyll, PA28 6AB. Tel: 01586 552870

Please note this is a booking enquiry form. Bookings are provisional until completion of booking procedures as per Terms & Conditions. Provisional bookings are held for 7 days from date of enquiry.

### PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

1. Date of Event/s \_\_\_\_\_

2. Name of group/organisation (if any) \_\_\_\_\_

3. Name of person responsible for hire \_\_\_\_\_

Address \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

4. Invoice name/address if different \_\_\_\_\_

5. Times of hire (including all preparation and get out time)

Access Time	Event Start Time	Event Finish Time	Departure Time

6. Type of event \_\_\_\_\_

7. Areas of building required and appropriate layout (please tick

Main hall  Theatre style (up to 200)  Cabaret style (up to 150)

(There are 15 x 5' round tables and 6 x 6' trestle tables and 200 chairs)

Other \_\_\_\_\_

Kitchen  For Training Purposes  For Access to tea/coffee

(Kitchen has crockery, cutlery, fridge, freezer, dishwasher, cooker, coffee pots etc. If hiring the main Hall access to kitchen is included in the hire cost)

Chambers  Classroom style (up to 18)  Boardroom style (up to 20)

Theatre style (up to 70)  Other \_\_\_\_\_

(There are up to 9 tables which can seat up to 4 people at each depending on seating preference)

Meeting Room  2 tables  4 tables  Other \_\_\_\_\_

(This will accommodate up to 4 desks and up to 12 seats depending on requirements)

8. Numbers Attending \_\_\_\_\_

9. Do you intend to charge an entrance fee for your event? YES  NO

10. Is your event licensed? YES  NO

11. Would you like us to provide a licensed bar YES  NO

12. Additional requirements PA System  Projector  Screen  Flipchart

White banqueting chair covers  Table cloths  Other \_\_\_\_\_

13. Would you like us to provide catering? YES  NO  No. Required? \_\_\_\_\_

Tea/Coffee  Biscuits  Water Jugs  Soft Drinks  Other \_\_\_\_\_

14. Would you like us to advertise your event? YES  NO

(If YES please email digital copy of poster to [info@skdt.org](mailto:info@skdt.org) with any relevant information and images)

15. Would you like us to sell tickets for your event? (commission charges may apply) YES  NO

**Insurance:** Hirers' Liability Insurance is held by the Company and is included in your single booking charge.

**All bookings are provisional until completion of booking procedures as per Terms & Conditions. You will receive an email confirming your booking when appropriate payment is received.**

**DECLARATION:**

By submitting this application, I agree to comply with the Terms and Conditions of Hire (attached). I understand the LET may be terminated if there is any breach of these conditions, or if the above information is inaccurate. Cancellations must be made in writing.

Block bookings are a commitment of a minimum 13 week hire. Payment is due in advance. Cancellations for block bookings are non-refundable.

All income generated via hires and events at Campbeltown Town Hall are used to cover the administration and running costs of this important community owned building.

Thank you for your booking enquiry. We will respond as soon as possible.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:**

Invoice sent	Deposit £	Date Paid	Event £	Date Paid