



Sports & Leisure Services
Elgin Sports & Community Centre Booking form

Please complete and return this form electronically to: eccec@moray.gov.uk

Name of person making the booking: _____

Organisation: _____

Address: _____
_____ Post code: _____

E-mail address: _____

Telephone number: _____ Mobile: _____

Dates required: From: _____ To: _____

Time access to room is required: From: _____ To: _____

Purpose of hire: _____

Any dates to be excluded: _____

Cost category: Adult ☐ Junior ☐ Moray Council / Partnership ☐ Special Needs Group ☐

Bookable areas – please tick what you require

Please note: I.T. equipment and / or accessories are not available for hire

Meeting Rooms (Please advise how many seats required)

Room	Max seat numbers	Seats required	
Ash	6		Can be combined
Oak	5		
Rowan	6		
Willow	7		
Walnut	9		Can be combined
Chestnut	12		

Games Hall

- Full hall (3 Courts) ☐
- Half hall ☐
- 1/3 hall ☐

Layout required

- Meeting / Boardroom ☐
- U Shaped ☐
- Classroom ☐
- Theatre ☐

Conditions for the Hire for the above are available by request to sportandleisure@moray.gov.uk

Office use only:

Entered into system: ☐ Yes Invoice paperwork raised ☐ Yes