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**Sport & Culture Service**

**Forres House Community Centre Booking form**

**Please complete and return this form electronically to:** [**forres.house@moray.gov.uk**](mailto:forres.house@moray.gov.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Organisation: |  |
| Address: |  | | | |
|  |  | | | |
| Postcode: |  | | Email address: |  |
| Telephone Number: | |  | Mobile: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** Required: |  | | | | | |
| **Dates** Required: | From: |  | | To |  | |
| **Time** access to room required | From: |  | | To: |  | |
| **Purpose** of Hire: |  | | | | | |
| **Number** of people expected |  | | | | | |
| Any dates to be excluded: |  | | | | | |
| Payment is by **Cash/Card** only at Reception | **Pay on Day**: | |  | Pay **Monthly**:  (Available to **multiple** bookings in calendar month **only**) | |  |

Cost category for Large / Small **Sports Hall**: Cost category for **Meeting Room** hire:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Adult |  | Junior / Over 60’s |  |  | Community |  | Commercial |  |

**Rooms & Areas available to hire (maximum numbers):**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Green Room (16) |  | Garden Room (16) |  |
| Wee Room (4) |  | Upper Games Hall (54) |  |

**Layout required:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Meeting / Boardroom |  | Classroom |  | Party | |  |
| U Shaped |  | Theatre |  |  | | |
| Tables Number Req. |  | | Chairs Number Req. | |  | |

**Sports Hall:** (If the playing of music is required – the Full Sports hall must be booked)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full hall (5 Courts) |  | Half hall |  | (1 Court) |  |

**\*Please note all spaces have 1 HOUR minimum hire time – thereafter available by the ½ hour as required\***

Conditions for the Hire for the above are available by request to [sportandleisure@moray.gov.uk](mailto:sportandleisure@moray.gov.uk)

***Office use only:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entered on room booking sheet** | Yes / No | **Pay Monhly** | Yes / No | **Pay on Day** | Yes / No | | **Moray Council**  **/Partnership** | | Yes / No |
| Total cost of hire: |  | | | | | Date Confirmation Email sent / Initials | |  | |