



*Use this form to provide your details and the date and time of your booking*

## Murieston Village Hall Party Booking Form

Print and complete this form then send it with cheques payable to **Murieston Initiative** to :-

Kenny More, 24 Moriston Drive, Livingston EH54 9HT

Remember to enclose your deposit.

### 1) Please provide your details

Your Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Telephone No. \_\_\_\_\_

email address \_\_\_\_\_

*Please tick below which hall/room you want to hire:*

[  ] Edinburgh Hall (partially carpeted with sink)

[  ] Glasgow Hall (no carpet)

[  ] Meeting Room

[  ] Whole Hall

### 2) Please tell us when you would like to book the Hall.

Please add one hour to the hire period to allow for setting and cleaning up.

**Day and Date of hire** \_\_\_\_\_

**Times (start and finish)** \_\_\_\_\_

**Duration of hire** \_\_\_\_\_

**Purpose of hire** \_\_\_\_\_

#### **Hire charge**

£6 per hour (Edinburgh or Glasgow Hall)

£3 per hour (Meeting room)

£10 per hour (whole Hall)

Payment for hall hire should be made at least one week before the hire date and should be made separately.

Please enclose an additional cheque for £50 made out to Murieston Initiative as a cleaning deposit. This cheque will be destroyed when the hall is left in a clean condition.

**I have read and understand the conditions of let.**

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Thank you for completing the booking form.**

We will get back to you as soon as possible to confirm your booking.

Please telephone Kenny on 01506 419180 for queries and key collection.