



## Booking Request Form

Version 2

Please send completed forms to [tynninghamebookings@gmail.com](mailto:tynninghamebookings@gmail.com)

**Event Description:** \_\_\_\_\_  
*e.g. Wedding, Children's Party, Yoga,*

### Hirer Details

Full name: \_\_\_\_\_ Address: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Event Details:

Tynninghame Village Hall maximum capacity is 70 Guests Seated or 100 Guests Standing.

I Confirm my event will not exceed the above max capacity.  *Please Tick*

Hire Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*DD MM YY*

Hire Start time (Inclusive of set up time):  
**Public Event:** *Event Start Time\*:*

Hire End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*DD MM YY*

Hire End Time (Inclusive of clean up time):  
**Public Event:** *Event End Time\*:*

*\*The Hallkeeper may require access out with your event times to ensure all equipment and toiletries are stocked and available for use.*

Private Event  Public Event\*  If public, details of how participants book:

\* Details of Public events will be posted on our Calendar, Website and Social Media

### Additional Extras:

- logs for fire (*Additional Cost*)
- use of kitchen
- use of large catering fridge
- chest freezer
- Post Event Hall Clean up (*Additional Cost*)
- use of outside space: Please Specify: \_\_\_\_\_

Will any dogs be at the event and if so, how many? \_\_\_\_\_

Number of private vehicles expected to your event: \_\_\_\_\_

*\*The village has the capacity for very few extra vehicles and very limited parking. Please let us know if you expect a large number of private vehicles attending your event.*

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Any additional information you would like us to know about e.g. recurring event hire*

I Confirm I have read and understand the Booking Terms & Conditions which are available on Tynninghame Village Hall website.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Hirer*

*The information contained on this form is for the sole use of Tynninghame Village Hall & Community Committee to process your booking request. The information collected will not be shared without your permission and will be treated as confidential in line with the Data Protection Regulations (DPR) and Data Protection Act 2018.*