



## Booking Form

The person filling out this form must take responsibility for the booking and any activities planned.

Contact Details: (Please note that an e-mail address is mandatory for billing purposes)

NAME & ADDRESS OF LESSEE:		INVOICE DETAILS (IF DIFFERENT FROM LESSEE)	
Name of Group/Organisation:			
Contact Name:		Contact Name:	
Address:		Address:	
Town:		Town:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
E-mail:		E-mail:	

Type of Let					
Regular Let (Please Tick)	Weekly		Fortnightly		Monthly
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular Letting Sessions: (Please give details of dates required & include set-up/clear-up times)	Day of Week	Start Date of Let	Finish Date of Let	Start Time of Let	Finish Time of Let
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
One-Off Let: (please include set-up/clear-up times)	Day	Date	Start time	Finish time	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Booking Details: (Please ensure you complete all sections)

Nature/Purpose of booking:		<input type="text"/>	
Will music be played? If yes, do you have a current PRS licence?		Please provide licence No:	
Room/Areas required Main Hall, Lounge 1, Lounge 2 or Board Room		<input type="text"/>	
No of chairs, if required:	<input type="text"/>	No of tables, if required:	<input type="text"/>
Do you require use of kitchen: (please note a charge may be applied), If YES, please state purpose:		<input type="text"/>	
Please specify layout of room, if required:		<input type="text"/>	
Do you intend to bring any additional equipment for your let? (If yes, please complete an event details form)		<input type="text"/>	
Do you require alcohol to be sold? (If yes, please complete an event details form)		<input type="text"/>	

Group Composition (Specify Maximum Numbers)

Children Under 12	<input type="text"/>	Young People Under 18	<input type="text"/>	Adults	<input type="text"/>	Vulnerable Adults	<input type="text"/>
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All bookings are subject to Take A Bow's Terms and Conditions of Hire. The lessee must sign this Booking Form, the Terms and Conditions of Hire Form and Event Details Form (if applicable).

Completed forms should be returned to Take A Bow @ London Road. 6A London Road, Kilmarnock, KA3 7AA at your earliest convenience.

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

For official use only – staff must confirm/receive the following:

Cost Quoted for Booking	£
<i>Quotation will be based on the hours specified &amp; additional requests for events.</i>	
<i>Additional costs will be applied if additional hours are used.</i>	

20% deposit paid (if applicable), specify amount received	
Deposit received by:	
Date deposit paid:	

Booking paid in full, amount received	£
Received by:	
Date received:	

For Events only

Event Details Form completed:	
Event Details Meeting arranged for	__ / __ / ____ : __ am/pm

Please confirm that Terms and Conditions and Event Details Form \* have been signed (\* if applicable):

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_