Royal British Legion Scotland

Forres Branch & Club

Bookings Form

Please fill in all information below. Keep a copy in file and give a copy to the person making the booking

DATE / TIME HALL IS REQUIRED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_\_ HRS

PLEASE CIRCLE AS APPROPRIATE: HALL LOUNGE BAR

TYPE OF FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PERSON MAKING THE BOOKING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS IF PHONE BOOKING:

TOTAL ATTENDING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total under 18:\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL NUMBER OF ROYAL BRITISH LEGION MEMBERS ATTENDING:\_\_\_\_\_\_\_\_\_\_

Each member can sign in 5 guests.

No occasional licence is required if there are enough members to sign in guests.

IS FOOD REQUIRED: YES/NO

ARE KITCHEN FACILITIES REQUIRED: YES/NO

ANY SPECIALREQUIREMENTS: (OWN DRINK, ENTERTAINMENT ETC.)

CHARGES: There is a charge of £50.00 and a further charge of £10.00 if an occasional licence is required. Children’s parties minimum donation £20.00.

There is a charge of £40.00 for the use of the kitchen of which £20.00 will be refunded if the kitchen is left clean and tidy.

Cancellation fee: 50% less than 2 weeks. 100% if less than 1 week.

Booking status: Provisional/Confirmed.

**ALL CHILDREN UNDER 18 MUST LEAVE THE BUILDING BY 22.30hrs. UNLESS APPLIED FOR ON OCCASIONAL LICENCE.**

**U18s is the responsibility of the person/s making the booking**

We agree to abide by all Branch & Club Rules.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOOKING TAKEN BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_