|  |  |
| --- | --- |
| **Organisation or Individual Name** |  |
| **Contact Email** |  |
| **Contact Phone Number** |  |
| **Date of Event** |  |
| **Start and Finish Time** | **Start:**  | **Finish:**  | **Break:**  |
| **Event Type (Meeting, Concert, etc.)** |  |
| **Number of Attendees** | **Total:**  | **Adults:**  | **Children:**  |
| **Room(s) Required**  | Main Hall |[ ]
|  | Main Hall + Kitchen |[ ]
|  | Main Hall + Stage |[ ]
|  | Main Hall + Kitchen + Stage |[ ]
|  | Front Meeting Room 1 + 2 |[ ]
|  | Front Meeting Room 1  |[ ]
|  | Front Meeting Room 2 |[ ]
|  | Classroom |[ ]
|  | Office |[ ]
| **Equipment**  | Projector + Screen (Hall or Classroom) |[ ]
|  | Sound System (Hall) |[ ]
|  | AV equipment (Front Meeting Room 2) |[ ]
|  | Pantry (Front Meeting Room 1) |[ ]
|  | Flip Chart |[ ]
| **Room Layout** | Boardroom  |[ ]
|  | Theatre  |[ ]
|  | Café – small tables |[ ]
|  | Café – large round tables (Hall only) |[ ]
| **Refreshments (self-serve)** | Tea / Coffee |[ ]
|  | Tea /Coffee with Biscuits  |[ ]
| We are happy to discuss any alternative requirements you may have – please email us.**Completed Booking Form should be returned to the Hall, via:**Email: admin@threevillageshall.scotPost: Three Villages Community Hall, Shore Road, Arrochar, G83 7AB |