|  |  |  |  |
| --- | --- | --- | --- |
| **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.scot](mailto:admin@threevillageshall.scot)  Post: Three Villages Community Hall, Shore Road, Arrochar, G83 7AB | | | |