

# Coigach Community Hall (CCH)

## Booking Confirmation Form

Hirer Name:		Event type:	
Contact Name and address:			
Telephone No:		Mobile No:	Email:
Date required.		Times required.	Nos. of persons expected.
<b>Facilities required</b>	<b>Tick requirement</b>	<b>Equipment required</b>	<b>Tick requirement</b>
Main Hall,		Tables,	
Kitchen,		Chairs,	
Lounge,		Stage,	
Foyer,		Sound systems,	
Community Room,		Stage lighting,	
Snooker Room,		Crockery,	
Bar.		Kitchen equipment.	
Hire of Marquee,			
Hire of stripy tent			
<p><b>Bar</b> – are you planning to have licensed bar ?..... Yes /No. (delete as required)          If yes, do you have, the necessary licences from Highland Council..... Yes /No          If no, are you obtaining the necessary licences from Highland Council..... Yes /No          If no, do you require the Hall to provide a bar service..... Yes /No.</p>			
<p>The following documents are on the CCH website  <a href="http://www.spanglefish.com/coigachcommunityhall/">http://www.spanglefish.com/coigachcommunityhall/</a> (but hard copies are available on request) to assist hall users. Please read these and confirm below:</p>			
<ul style="list-style-type: none"> <li>• Terms &amp; Conditions of Hire</li> <li>• User Guidance Notes.</li> <li>• Fire Safety Action Plan</li> <li>• Health &amp; Safety Statement</li> <li>• Child Protection Policy</li> <li>• Departure Checklist.</li> </ul>		<p>I confirm that I have read and understood these documents:</p> <p>Signed .....</p> <p>Date .....</p> <p>Please return to Julie Edwards, Hall Administrator - 01 854 622 409, or email to:- <a href="mailto:coigachhall@gmail.com/">coigachhall@gmail.com/</a></p>	
<b>Price agreed</b>		<b>Cleaning deposit paid</b>	<b>Stewards Names.</b>
<p>Coigach Community Hall Committee welcomes user comments, which can be given on the Departure Checklist, or emailed via the website. The contact names of committee members are displayed on the website.          When complete this form can be returned via the mailbox at the front door, marked for the Administrator, or emailed to: <a href="mailto:coigachhall@gmail.com">coigachhall@gmail.com</a></p>			