Dornoch Community Centre
Booking Form

Booking Group:			
Contact Name:			
Contact Address			
Contact Phone:			
Email:			
Date(s) of Hire			
Time – From:		To:	
Room Requirements *(please tick)*	Main Hall ☐	Struie Room ☐	Equipment ☐
	Kitchen ☐	Coffee Lounge ☐	
Purpose of Hire			
Special Requirements *(please tick)*	Drinks Licence * ☐	BYOB * ☐	Projector ☐
	Recorded Music ☐	Live Music ☐	*See notes below* ☐

***For larger events or where alcohol will be available organisers <u>MUST</u> obtain prior approval from DADCA**

Special occasion users of the Dornoch Community Centre must make arrangements for the removal of their rubbish otherwise a cost of £160 for a council pickup will be charged.

Please check you have access to the Community Centre as the building is unmonitored – these can be obtained via the booking administrator at: louindornoch@gmail.com

Please print, sign and post to: **DADCA, Dornoch Community Centre, School Hill, Dornoch, IV25 3LS** or email to: **louindornoch@gmail.com**

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If you wish to cancel a booking, please let us know as early as possible or the full rate will be charged.

I have read the Terms and Conditions of Hire and agree to abide by them. I have read and understood the Fire Safety regulations and will abide by them and inform the other members of my group (these are available to download from www.dadca.org.uk and in your confirmation.

Signed: _____ Date: _____

Name: _____

If under 18 please ask a responsible adult to sign

Please print, sign and post to: **DADCA, Dornoch Community Centre, School Hill, Dornoch, IV25 3LS** or email to: **louindornoch@gmail.com**