

Booking request form

Booking request form for The Greig Hall (1/3) You can find out about our facilities, prices & other details here:

<https://greighall.org.uk>



A - Contact details

A1. Your full name: *

A2. Group/Business name: (If applicable)

A3. Phone number: *

A4. Email address: (Optional)

B - Booking request details

B1. Which of the following best describes you? (Please only tick one) *

- ☐ Community ~~X~~
- ☐ Commercial

B2. Number of participants: *

Max attendees at any given time.

B3. Please select a category for your booking request: (Please only tick one) *

- | | | |
|--|--|--|
| ☐ Admin | ☐ Ball | ☐ Celebration Party |
| ☐ Commercial event | ☐ Community event | ☐ Concert |
| ☐ Dance | ☐ Drama Meeting | ☐ Fitness class |
| ☐ Martial arts | ☐ Show Yoga | ☐ Musical Theatre |
| ☐ Presentation | | ☐ Teaching/Coaching |
| ☐ Wedding Reception | | ☐ Other category (Describe in E1) |

B4. Dates, times & facilities - Please clearly state the dates, times AND facilities that you would like to book: *

B5. Equipment & services - Please indicate if you require any special equipment or services: (Optional)

- | | | |
|---|--|--|
| ☐ Tables - Round(Small) | ☐ Tables - Square | ☐ Tables Lights |
| ☐ Chairs for presentation | ☐ Crockery | ☐ Flip chart and pens |
| ☐ Kitchen- Refreshments | ☐ Long Table 1 Chair | ☐ Long Table 2 chairs |
| ☐ Projector & Screen (Hall) | ☐ Projector & Screen (Lounge) | ☐ Stage Light & Sound Technicians |
| ☐ Stage lighting and sound (Basic) | ☐ Staging | ☐ Table cloths (Round - black) |
| ☐ Table cloths (Round - white) | ☐ Table Cloths (Square - black) | ☐ Table Cloths (Square - white) |
| ☐ Tablecloth Cleaning | ☐ Tables - Rectangular | ☐ Tables - Round(Large) |

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Booking request form for The Greig Hall (2/3)

B - Booking request details (continued)

B6. Please describe how you plan to use our facilities: *

B7. Is this a public event?

B8. Website/Facebook URL (Public events only):

C - Billing address

This information will be included on your invoice.

C1. Address line 1: *

C2. Address line 2:

C3. Town/City: *

C4. Postcode: *

C5. County:

C6. VAT number: (If applicable)

D - Additional information

D1. What seating style is required for the hall? *

- ☐ Banquet
- ☐ Clear space
- ☐ Something else. (Please describe in E1)

D2. What seating style is required for the lounge? *

- ☐ Banquet
- ☐ Clear space
- ☐ Something else. (Please describe in E1)

D3. What time are the Doors to be OPEN for the public or members? *

You may book the Hall or Lounge but not let the public enter the room until a time within the booking Time Slots. e.g. Book from 9.00hrs - 12.00 hrs. Doors OPEN from 9.30 hrs

- ☐ 09:00
- ☐ 09:30
- ☐ Something else. (Please describe in E1)

D4. What time does a LIVE show start? *

- ☐ 09:00
- ☐ 09:30
- ☐ Something else. (Please describe in E1)

D5. What opening and closing times do you want for the Main Hall Bar (subject to confirmation by us)? *

We need to gauge when we hire bar workers. Some audience/performers like to remain for a SHORT WHILE after the end. If that's appropriate, please consider and add a small time if you wish. The answer will help us in our bookings.

D6. Would you like the bar to be open at times other than pre-performance and during the interval? *

Please explain any requests e.g. NO serving during the performances, But YES at the INTERVALS.

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E - Summary

E1. Do we need to know anything else about your request? Please enter any additional comments below:

E2. Conditions of hire: (Tick the box to confirm) *

☐ I am 18 years old or older and I accept the conditions of hire for this booking request:

E3. GDPR: (Tick the box to confirm) *

☐ I give consent to The Greig Hall to use my name, email, phone and address to process this booking request and to store my data for future booking requests and accounting purposes. This is mandatory to book with the system and these details are not used for any other purposes

E4. Your signature: *

Date: