

Glencairn Memorial Institute

Booking Form

Contract of Booking

Date(s) of booking.....

Facility	Period	Minimum Donation
Main Hall		
Kitchen		
Furniture		
Committee Room		
Other		
	Total	

The facilities of the Glencairn Memorial Institute are let on the terms that all the areas in and around the building are cleaned after use and all the waste is suitably bagged or binned in the recycling facility. Any damaged caused must be reported to the Institute committee and either paid for or repaired. All furniture and equipment must be placed as indicated by the photographs displayed.

Name, address and Signature of acceptance of person responsible for the hire and paying the account.

Signature	
Name	
Telephone Number	
Address	
Post code	

Contact Details:

By phone and mail : Elaine Wilson 01848 200 725

Bressay
North Street
Moniaive
Thornhill
DG3 4HR

By E-mail

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