

54 The Esplanade, Oban, Argyll, PA34 4AB

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# Corran Halls

Oban



## For Office Use:

Catering Passed to:

Date:

# Application for Hire

Any person wishing to confirm the hire of the Corran Halls on behalf of an organisation or for their own use should complete this form and return it immediately to the above address. All cheques should be made payable to *Argyll and Bute Council* and returned to the Corran Halls booking office within the Corran Halls, 54 The Esplanade, Oban, Argyll, PA34 4AB Tel: 01631 567333

If you have any questions about the completion of this form, please contact the booking office at the above number. Thank you.

## PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

1. **Date of event** (please provide all dates on sheet provided for multi-bookings)

\_\_\_\_\_

2. **Name of group/organisation** (if any) \_\_\_\_\_

3. **Name of person responsible for hire** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** Home \_\_\_\_\_ Business \_\_\_\_\_

Fax and E-mail \_\_\_\_\_

4. **Invoice name/address if different** \_\_\_\_\_

\_\_\_\_\_

**If applicable internal budget and account code** \_\_\_\_\_

**Telephone** Home \_\_\_\_\_ Business \_\_\_\_\_

Fax and E-mail \_\_\_\_\_

5. **Times of hire** (including all preparation and get-out time):

**Please use extra lines for multiple bookings**

	<b>Access Time</b>	<b>Event Start Time</b>	<b>Event Finish Time</b>	<b>Departure Time</b>
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1.	_____	_____	_____	_____
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2.	_____	_____	_____	_____
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3.	_____	_____	_____	_____
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4.	_____	_____	_____	_____
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5.	_____	_____	_____	_____
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6. **Type of Event** \_\_\_\_\_

**Performing Right Society Ltd (PRS)**

Do you intend to perform or reproduce music by any method in any part of the venue? Yes  No

If yes, you are required to pay the appropriate PRS tariff.

7. **Affiliation/Qualification**

If purpose of let is sports coaching, Leaders must have appropriate and valid qualification (See Letting Administrator and complete attached form 1)

8. **Numbers attending** \_\_\_\_\_

9. **Please provide layout details**

10. **Area(s) of building required (please tick)**

Main Hall	<input type="checkbox"/>	Studio Theatre	<input type="checkbox"/>
McCaig Suite	<input type="checkbox"/>	Café Bar	<input type="checkbox"/>
Kerrera Suite	<input type="checkbox"/>	Lismore Suite	<input type="checkbox"/>
*Stage	<input type="checkbox"/>		

**If dressing rooms are required, how many (2 available)** \_\_\_\_\_

**\*If yes, please list equipment to be brought in by hirer** \_\_\_\_\_

11. **Services/Equipment available if required** (please refer to schedule of charges)

Chairs	<input type="checkbox"/>	Power Point	<input type="checkbox"/>	Stage Lighting	<input type="checkbox"/>
Trestle Tables	<input type="checkbox"/>	Screen (6ft)	<input type="checkbox"/>	Stewards	<input type="checkbox"/>
O.H.P	<input type="checkbox"/>	Piano	<input type="checkbox"/>		
Flip Chart	<input type="checkbox"/>	Portable P.A	<input type="checkbox"/>		
TV/Video	<input type="checkbox"/>	P.A. System	<input type="checkbox"/>		

(where applicable)

12. **Do you intend to charge an entrance fee to your event?** Yes  No

**If yes, please specify amount** \_\_\_\_\_

13. **Do you wish us to provide a licensed bar?** Yes  No

14. **Do you wish us to provide catering?** Yes  No

**If yes, please indicate requirements**

(Please refer to our schedule of charges)

Tea/Coffee	<input type="checkbox"/>	Finger Buffet	<input type="checkbox"/>
Scones/Cakes	<input type="checkbox"/>	Soup & Sandwiches	<input type="checkbox"/>
Biscuits	<input type="checkbox"/>	Soft Drinks	<input type="checkbox"/>
Water Jugs	<input type="checkbox"/>	Other	<input type="checkbox"/>

15. **Do you wish us to advertise your event ?** Yes  No   
(If yes, please supply relevant publicity information and images)

16. **Do you wish us to sell tickets?** Yes  No   
(Commission where applicable will be agreed with the Facility Manager)

17. **If you require any other arrangements, please state them here**

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Please refer to Booking Office Agreement

18. You should be aware that under Section 100 of the Roads (Scotland) Act 1984, it is an offence to paint or affix upon a tree, traffic sign, structure (i.e. street lighting column) on or in a road picture, sign or other mark.

19. Please note that the schedule of charges relate to the **current financial year**. Council charges are normally increased from 1st April each year. Bookings made **before** 31st March but occurring **after** 1st April will be subject to the appropriate annual increase.

20. The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in certain Premises (Scotland) Regulations 2006 apply to this building. Both policies cover all Argyll and Bute Council buildings.

21. **Declaration**

On behalf of the above organisation and all other helpers, I hereby apply for the let of accommodation, on dates/times specified and I accept the Conditions of Let (attached). I understand that the Let may be terminated if there is any breach of these conditions, or if the above information is inaccurate. Cancellations must be confirmed in writing.

22. **AGREEMENT:** I have read and understood the conditions of let for the hiring of the Corran Halls and hereby agree to abide by these conditions.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

23. **ACKNOWLEDGEMENT:**

I can confirm your booking as listed above and unless you respond within seven days it will be assumed that the booking is acceptable to you.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PLEASE NOTE THAT ALL PAYMENTS ARE DUE ON DAY OF FUNCTION**