



Sports & Leisure Services

Forres House Community Centre Booking form

Please complete and return this form electronically to: forres.house@moray.gov.uk

Name of person making the booking: _____

Organisation: _____

Address: _____

_____ Post code: _____

E-mail address: _____

Telephone number: _____ Mobile: _____

Dates required: From: _____ To: _____

Time access to room is required: From: _____ To: _____

Purpose of hire: _____

Any dates to be excluded: _____

Cost category: Adult Junior Moray Council / Partnership Special Needs Group

Bookable areas – please tick what you require

Please note: I.T. equipment and / or accessories are not available for hire

Meeting rooms (showing maximum chair numbers): Please advise how many chairs required

- Red Room (9)
- Wee Room (2)
- Garden Room (4)

Layout required

- Meeting / Boardroom
- U Shaped
- Classroom
- Theatre

Upper Games Hall (not suitable for ball games)

- UGH (27)

Sports Hall

- Full hall (5 Courts)
- Half hall
- (1 Court)

Conditions for the Hire for the above are available by request to sportandleisure@moray.gov.uk

Office use only:

Entered into system: Yes Invoice paperwork raised Yes