



## Sports & Leisure Services

### Forres House Community Centre Booking form

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

- Green Room (8)
- 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](mailto:sportandleisure@moray.gov.uk)

#### Office use only:

Entered into system:  Yes Invoice paperwork raised  Yes