**Linlithgow Burgh Halls logoWedding Booking**

West Lothian Council logoIF COMPLETING BY HAND, PLEASE USE BLOCK CAPITALS. RETURN TO:

Linlithgow Burgh Halls, The Cross, Linlithgow, West Lothian, EH49 7AH

# E: [burgh.halls@westlothian.gov.uk](mailto:burgh.halls@westlothian.gov.uk) T: 01506 282720

|  |  |
| --- | --- |
| **Wedding of** (displayed on entrance board) | **Wedding date** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Person responsible for hire and main contact** |  | **Contact 2:** |
| Name: |  | Name: |
| Address: |  | Address: |
|  |  |  |
| Postcode: |  | Postcode: |
| Phone: |  | Phone: |
| Email: |  | Email: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Wedding package** | **No. of guests** | **X** |  | **Wedding package** | **No. of guests** | **X** |
| Standard |  |  |  | Exclusive use |  |  |
| Standard + ceremony |  |  |  | Evening reception - standard |  |  |
| Deluxe |  |  |  | Evening reception - deluxe |  |  |
| Deluxe + ceremony |  |  |  | Intimate ceremony |  |  |
|  | | |
| **Equipment / Service** | **Cost** | **X** |
| Linen Table Cloth Hire | £10.00  per item |  |

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| --- | --- | --- |
| **Event details** | **Conditions** | **X** |
| Live Band / Disco | Must have PAT Testing certificates and Public Liability Insurance.  PRS fees are payable if this is for a public event |  |
| Naked Flame | Must be in storm lamps |  |

P.T.O

**Terms and Conditions**

For full terms please refer to our ‘*Conditions of Hire’* document.

**Portable Appliance Testing**

Any performer, band, DJ etc. must provide a copy of their Public Liability Insurance and PAT Testing certificates in order to perform within the venue.

**External Catering**

All catering must be carried out by a licenced caterer. Any external catering company must provide a copy of their Public Liability Insurance, PAT Testing certificates, confirmation that they are registered with their local authority and a completed Licence to Occupy.

**Challenge 25**

Linlithgow Burgh Halls adheres to Challenge 25 which is a scheme that encourages anyone who is over 18 but looks under 25 to carry acceptable ID when they want to buy or consume alcohol. Our staff will ask anyone who looks under 25 for acceptable ID and if no ID is available we will refuse the sale and consumption of alcohol.

**Terrace licence**

Please note due to licensing laws the terrace doors from the Provost Lawrie Hall to the glass terrace must be locked at 9pm.

**Invitations to guests**

Please include in your invitations access information and instructions on where to find the entrance to the Linlithgow Burgh Halls. Guests can enter the venue via the Kirkgate Road leading to Linlithgow Palace.

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| **Confirmation of booking** | |
| I confirm that I have read the ‘*Conditions of Hire’* and I agree that I will be personally responsible for ensuring compliance with these conditions. Hire charges apply to events held between 1 April 2024 - 31 March 2025. Prices are subject to change from April 2025. All data collected in this form will be managed in accordance with the General Data Protection Regulations. You can find our Privacy Notice regarding the information in this form on our website [www.westlothian.gov.uk](http://www.westlothian.gov.uk) | |
| **Name:** |  |
| **Signature:** | **Date:** |

FOR OFFICIAL USE ONLY

|  |  |
| --- | --- |
| Date received: | Booked / amended on Artifax: |
| Received by: | Confirmation issued: |