**Room Hire Booking**

IF 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 T: 01506 282720

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| **Event name** (displayed on entrance board) | **Event date(s)** |
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| **Person responsible for hire and main contact**  |  | **Contact 2:** |
| Name:  |  | Name:  |
| Organisation:  |  | Organisation:  |
| Address:  |  | Address:  |
|  |  |  |
| Postcode:  |  | Postcode:  |
| Phone:  |  | Phone:  |
| Email:  |  | Email:  |

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| **Event details** |  |
| Type of event (meeting, party etc):  | Private Public WLC  |
| Numbers attending:  | Are you a charity? Yes No  |
| *WL Council only - Service name: Cost Centre:*  *Subjective Code:*  |

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| **Room required** | **Arrival****time**(set up) | **Event start time** | **Event end time** | **Departure time**(clear up) | **Room set-up**(e.g. theatre, cabaret, or please attach layout) |
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| **Catering required -** refer to our *Catering Pack* for options and pricing.Please let us know your catering requirements, approximate numbers and any special dietary requirements at least 2 weeks before your event.  Final numbers should be given at least 1 week prior to the event. | **Time** | **Number** |
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| Special requirements (e.g. vegetarian, nut free, dairy free, coeliac):  |

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| **Equipment / Service** | **Cost** |  **X** |  | **Equipment / Service** | **Cost** |  **X** |
| Laptop | £35.00 |  |  | Bar services | £26.50 p/h |  |
| Digital projector and screen | £52.50 |  |  | Wired microphone (set up and operational) | £17.50 |  |
| Digital projector | £29.00 |  |  | Radio microphone (setup and operational) | £35.00 |  |
| Lectern | Free |  |  | Sound system | £44.00 |  |
| Top table | Free |  |  | Chair covers | £1.10 each |  |
| Portable induction loop | Free |  |  | Conference chairs | Free |  |
| Flip chart pad, stand and pens | £8.75 |  |  | Trestle table (1.82m X 0.75m) | Free |  |
| Linen table cloth hire | £10.00 |  |  | Portable staging 4 pieces | £35.00 |  |

**Terms and Conditions** - for full terms please refer to our ‘*Conditions of Let’* document.

**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. External catering companies will be charged a fee of 10% of the catering contract to use the venue to provide catering for customers.

**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.

**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. Linlithgow Burgh Halls cannot accept bookings for 18th to 21st birthday parties.

**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.

**West Lothian Council (internal lets)**

Please note if you require printing for your event please arrange with Central Admin who will do this for you. Printing and photocopying is charged at 10p per print and copy.

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

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| **Confirmation of booking** |
| I confirm that I have read the ‘*Conditions of Let’* 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

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| Date received:  | Booked / amended on Artifax:  |