



Gart na Tràghad, Bogha Mòr, Ìle.
Gartnatra, Bowmore, Islay.
PA43 7LN
TEL: 01496 810 818

FOIRM EARLAISEACHADH

BOOKING FORM

www.islay-gaelic.net
info@islay-gaelic.net

Buidhean: <i>Organisation:</i>					
Aireamh Fòn: <i>Contact Telephone:</i>			Ainm: <i>Contact Name:</i>		
Post-Dealain: <i>E-mail:</i>					
Seòladh: <i>Address:</i>					
Ceann-latha a dhith oirbh: <i>Date Required:</i>		Am a tha dhith oirbh: <i>Time required from:</i>		Gu: <i>To:</i>	

Please note outside of normal office hours, the centre will be opened and closed at these times.

Seòmair(aichean) as fheàrr leibh: <i>Preferred room(s):</i>		Aireamh dhaoine a bhitheas an làthair: <i>Estimated number attending:</i>	
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Please see attached schedule for details of rooms/facilities and indicate below facilities you require the use of.

Video Conferencing		Conference Room carpets removed		Grand Piano	
Use of wireless internet		Use of PCs			

Please give a short description of your event below.

Let us know of any special requirements you may have (e.g. furniture layout) and we will do our very best to accommodate you.

Terms and Conditions.

- If this booking involves working with children under 16 or vulnerable adults, the hirer is responsible for following all current legal obligations for their care, supervision and protection whilst at ICCI.
If this applies to your booking, please mark the box to confirm you have all necessary arrangements in place.
- You are requested to vacate the building promptly at the end of your event, at the time indicated on this form. Should your event finish earlier than the time given, **you must not leave the building unoccupied and unlocked.** If an early finish is likely, please indicate this to staff as soon as possible.
- All areas used **must** be left clean and tidy with any equipment, furniture or dishes cleaned and left as they were found. You are liable for any damage to ICCI property and reimbursement will be sought for any unreasonable cleaning necessary as a result of your hire.
- ICCI holds no responsibility for loss or damage to any property or equipment brought on to the premises.
- By signing or entering your name below, you are agreeing to these terms and conditions.

AINM:
SIGNATURE:

CEANN-LATHA:
DATE:

FOR OFFICE USE ONLY

Clàraichte le:
Booking taken by:

Pris gach uair:
Price per hour: