



# Application for Hire of Accommodation

Booking **must** be accompanied with **full** payment.  
**BLOCK CAPITALS PLEASE**

## CONTACT DETAILS

Hirer Contact Name

Name of Organisation

Address

Postcode

Telephone(Day)

(Evening)

FAX

Email

Copy of Public Liability Insurance Certificate enclosed

No Public Liability Insurance (see "Conditions of Let - point 4")

I/we\* have read the **Conditions of Let, Emergency Evacuation and Regulations for Use of Games Hall** (\*please delete as appropriate)

## ACCOMMODATION REQUIRED & DATES REQUIRED

I/We hereby apply for the let of

Classroom	<input type="checkbox"/>	Games Hall	<input type="checkbox"/>
Examination Room	<input type="checkbox"/>	Beechtree Restaurant	<input type="checkbox"/>
Conference Room	<input type="checkbox"/>	Lecture Theatre	<input type="checkbox"/>
Board Room	<input type="checkbox"/>	Other <small>(please specify)</small>	<input type="checkbox"/>

Day and date

between the hours of \_\_\_\_\_ and \_\_\_\_\_

for the purpose of \_\_\_\_\_

Number attending \_\_\_\_\_

Conference Room Layout Style (if applicable) \_\_\_\_\_

Please refer to Price List and Conference Room Layout Styles

**CATERING REQUIREMENTS - please tick  if catering is required and complete reverse of this form**

## OTHER INFORMATION

Please indicate if eg. a plasma screen, computer, internet access, TV/DVD, flipchart, hearing loop, disabled access, etc. are required.

## SITE ASSISTANT

The services of a Site Assistant are available Monday to Thursday from 8.00am until 9.30pm, Friday 8.00am until 5.00pm during term times. All other hours outwith the above will incur an extra charge.

Signature of Hirer

Name (please print)

Date

## Payment Method

<b>Credit/Debit Card Number</b>		<b>Valid from</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Visa Delta	<input type="checkbox"/> Maestro (Switch)
<b>Security Code</b> <small>[last 3 digits on reverse of card]</small>		<b>Expiry date</b>	<b>Issue no.</b>
<input type="text"/>		<input type="text"/>	<input type="text"/>
Please debit my card with the following amount £.....			
<b>Signed</b> .....		<b>Date</b> .....	

Cheque (payable to Moray College)

Cash (please pay at Cash Office)

**Payment in full to be made at the time of booking. VAT at the current rate of 20% will apply to all charges.**

**CANCELLATION**  
If written notice is received not less than 10 working days in advance a full refund will be given less a £20 administration charge. If you cancel later than this, the full room hire rate will be charged plus the cost of any food wastage.

Return the completed Application Form to: Accommodation Officer, Moray College UHI, Moray Street, Elgin IV30 1JJ  
Telephone (01343) 576475 Fax (01343) 576001 Email accommodation@moray.uhi.ac.uk