



Inverness
Cathedral

SERVING THE HIGHLANDS

**Kenneth Street Hall
Old Boys School**

Booking Form

Please complete:

Name of Organisation	
Name of Organiser	
Address	
Contact Telephone No.	
Email Address	
Cathedral Building required	
Proposed Date of Booking	
Nature of Booking	
Time Required From/ to	
Other Comments/reqs	
For Office Use	

INFORMATION RE FEES

Late Night Caretaker (after 11pm)	£50
Hire of the Old Boys School	£15 per hour
Hire of Kenneth Street Halls	£15 per hour

What to expect next

- ❖ We will confirm your booking in writing/ via email with a confirmation of all your requirements.
- ❖ We will invoice you with details of the cost of holding your event at the Cathedral and payment date will be notified on the invoice.
- ❖ We anticipate that the halls will be left in the condition that you find them. Breakages and additional cleaning charges may be recovered if appropriate.

I/we agree to the above terms and conditions for our booking.

N.B. All bookings are invoiced once confirmed. Payments are non refundable if the booking is cancelled less than 3 months prior to the agreed date.

Signed _____ Date _____

Please return the form to:- Inverness Cathedral, 9-11 Kenneth Street, Inverness, IV3 5NR
or by email to:- invernesscathedraloffice@gmail.com (01463) 225553

Please note: All details contained within this form are confidential. Should you receive this form in error please contact Inverness Cathedral immediately. Duplication or use of any information contained within by a third party is strictly prohibited.

For Office Use Only

Date Received	
Confirmation Letter Sent	
Invoice Raised	
Payment Received	
Other Information	