

ROBERT BURNS CENTRE FILM THEATRE
Auditorium Hire: Booking Form

The auditorium is available for daytime and Sunday evening hire throughout the year. Monday evening hire is also available in July and August.

A two hour hire of the auditorium hire costs:

Monday – Saturday, 10am – 5pm: **£70**

Sunday, 10am – late and Monday after 5pm: **£100**

Please check availability before booking. Once you have checked availability, we will provisionally hold your booking for 2 weeks. If we have not received your booking form and payment within 2 weeks of your initial booking, we will release the slot. Do note that Saturdays are very popular for children’s parties.

Name	
Email Address	
Home Telephone	
Work Telephone	
Mobile	
Postal Address	
Date of Event	
Nature of Event	
Film screening <input type="checkbox"/>	Cultural Event <input type="checkbox"/>
Birthday party (child) <input type="checkbox"/>	Lecture / Seminar <input type="checkbox"/>
Birthday party (adult) <input type="checkbox"/>	Presentation <input type="checkbox"/>
Anniversary <input type="checkbox"/>	Press Launch <input type="checkbox"/>
Hen night <input type="checkbox"/>	Workshop <input type="checkbox"/>
School screening <input type="checkbox"/>	Charity Event <input type="checkbox"/>
Cast & crew screening <input type="checkbox"/>	Corporate (eg AGM, networking/business event) <input type="checkbox"/>
Other. Please Specify:	
For film screenings	
Title of Film	
Duration (hr/mins)	
Format (eg DVD, Blu-Ray, MiniDV)	
Time you and your guests will arrive	
Time you would like film to start	
End time	

Refreshments	
You are welcome to serve refreshments. You are welcome to provide your own, otherwise we recommend Hullabaloo 01387 259679. We would be really grateful if you could refrain from bringing popcorn. We also sell individual tubs of Cream O’Galloway ice-cream and a selection of sweets and fair-trade chocolates.	
If you plan to serve refreshments, please let us know if you require tables for refreshments: Yes <input type="checkbox"/> No <input type="checkbox"/>	
No of guests (maximum 69)	
For children’s parties, we recommend at least one adult per ten children.	
Any other special requests	
For all other events	
Please give as much detail about you event as possible:	
Start Time	
End Time	
Please tell us about any special requirements eg tables, chairs, lectern, microphone, laptop connection to data projector:	

You are responsible for providing your own screening materials. Please deliver to the RBC at least a fortnight before the event for technical set-up.

Please return form together with non-refundable full payment to
 Alex Murray
 Robert Burns Centre
 Mill Road
 Dumfries
 DG2 7BE

Payment can be made by cash, credit/debit card and cheque (made payable to Dumfries and Galloway Council).

For any other enquires or further information, please contact Projectionist Alex Murray on 01387 264808 or e-mail: Alex.Murray@dumgal.gov.uk.

Official use only			
Date of booking enquiry			
Booking confirmed by			
Payment received	DD/MM/YY	£	Cash/Cheque/Card
Screening materials received	DD/MM/YY	Returned	DD/MM/YY