

# Kirkwall Grammar School



## Wedding/Events Booking Form

Type of Event.			
Contact name.			
Contract address.			
Telephone number.			
Mobile number.			
Email address.			
Address for invoice to be sent (if different from above).			
Date of wedding/event.			
Package Booked.			
Number attending.			
Caterer.			
Extra required e.g. PA System.			
Access available from		To.	

Office use only.

Terms and conditions issued.		Date issued.	
Terms and conditions signed.		Date signed.	
Total amount due.		Date invoiced.	
Deposit amount.		Date invoiced.	
Damage bond received.		Bond Value.	Date received.
Notes.			