

Halls & Venues

- Check availability with hall (2 weeks notice needed)
- Comply with venue capacities
- Provisional bookings are held for 2 weeks then they are automatically removed from the calendar
- Booking confirmations will be sent by email if an email address is supplied
- Make sure the booking form is completed fully and accurately
- Adhere to the start and finish times
- Give yourself extra time to set/clear up
- Give details as to entry times for bar/DJ etc.
- Electronic equipment must be PAT tested
- Appropriate license/s must be obtained
- Performing Rights may be added to your account; please check in advance if your let requires this.
- Advise audience of any flash photography prior to performance.
- All booking enquires must go through Live Borders headquarters
- Please read conditions of let. Any queries contact Live Borders
- Please make sure you have read and understood the Fire Evacuation Instructions for the venue you are hiring.
- Keep in touch with Live Borders regarding any change of plans or cancellations

All bookings to be sent to:

Halls and Venues
Live Borders
Melrose Road
Galashiels
TD1 2DU

Tel: 01835 825231

Email: venues@liveborders1.org.uk