

Halls & Venues

- Deposits for bookings must be made at time of booking and full payments will need to be made 2 weeks before your booking.
- Booking confirmations will be sent by email if an email address is supplied and will contain everything that you have booked.
- 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: 01896 661166

Email: venues@liveborders1.org.uk