



LUMSDEN HALL BOOKING FORM

Form BF1 'EXTERNAL FUNCTION'

hire includes the whole building & use of its built-in bar
hrs of hire are Sun-Thurs until 11pm & Fri -Sat until 1am

Lumsden Community Association (LCA)

LCA is a Scottish Charitable Incorporated Organisation, registered in Scotland, no. SC028733

Bookings Secretary, c/o Lochans, Lumsden,
HUNTLY, AB54 4JX
Email: hallbooking@lumsdencommunity.co.uk

TODAY'S DATE:

**YOUR
DETAILS**

Name:
Address:

FUNCTION DESCRIPTION

Phone No.
Phone No.
Email:

| DETAILS OF HIRE | DATE | TIME |
|---|-------------|------|
| Date of hire | | |
| Date & time you require access to set up | | |
| Date & time you will finish clearing up | | |
| Date & time of key pickup <i>Location to be confirmed</i> | | |
| Date & time of key return <i>LOCATION: LUMSDEN HALL</i> | | |
| Occasional License Reference <i>a copy of your license is required as a condition of hire</i> | | |
| Number of people (max 200) | | |
| Full Payment Required Upfront £100 refundable if cleaning & waste disposal completed to the satisfaction of the committee and there is no damage | £300 | |

I have read and agree to abide by the Terms and Conditions of Hire for Lumsden Village Hall and enclose payment covering the full hire cost as specified in section 3 of these terms including the additional £100 deposit and a copy of our occasional license. Hire is not guaranteed until payment is received in full.

| | |
|--|-------|
| Signed: <i>I confirm that I am 26yrs old or over and am fully responsible for this hire</i> | Date: |
|--|-------|

| Office use: | Date received | | Receipt Issued: ref no. | £ |
|-------------|---|--|--|----------|
| | Payment enclosed (£300) <input checked="" type="checkbox"/> | | Key returned <input checked="" type="checkbox"/> | |
| | License enclosed <input checked="" type="checkbox"/> | | Deposit returned (up to £100) | £ |
| | Booking confirmed & on calendar <input checked="" type="checkbox"/> | | Cleaners Invoice total | £ |
| | Bar/external socket keys | | TOTAL BALANCE | £ |

Make all cheques payable to Lumsden Community Association
THANK YOU FOR HIRING LUMSDEN HALL, ENJOY YOUR FUNCTION!