



LUMSDEN HALL BOOKING FORM Form BF2 'COMMUNITY 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 Name:
DETAILS 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	£250	

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:
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Office use:	Date received	Receipt issued: ref no.	£
	Payment enclosed (£250) <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!