



LUMSDEN HALL BOOKING FORM

Form BF3 Non FUNCTION, CLUBS & Meetings

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: **CLUB/USE DESCRIPTION**
 Address:

 Phone No.
 Phone No.
 Email:

DETAILS OF HIRE	
Day of Hire	
Start Date	
End Date	
Times of Hire	
Main Hall Required	Yes / No
Small Hall Required	Yes / No
Kitchen Required	Yes / No
Bar Required	Yes / No
External Power Sockets Required	Yes / No
Number of people (max 200)	
Full Payment required Up Front (in the case of non-regular hire only) £50 refundable if cleaning & waste disposal completed to the satisfaction of the committee and there is no damage	£

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 £50 deposit. 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 <input checked="" type="checkbox"/>	£	Key returned <input checked="" type="checkbox"/>	
			Deposit returned (up to £50)	£
	Booking confirmed & on calendar <input checked="" type="checkbox"/>		Cleaners Invoice total	£
			TOTAL BALANCE	£

Make all cheques payable to Lumsden Community Association
THANK YOU FOR HIRING LUMSDEN HALL