



LUMSDEN HALL BOOKING FORM

Form BF4 (purchase order) BUSINESS RATES

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:	DESCRIPTION OF HIRE
	Address:	
	Phone No.	
	Phone No.	
	Email:	

DETAILS OF HIRE	
Date of Hire	
HALF DAY (up to 6 hrs) OR FULL DAY REQUIRED	
Times of Hire (including setting up access requirements) <i>Access is not permitted prior to date of hire unless specifically authorized in advance</i>	
Date, Time & Location for key pick-up	
Date, Time & Location for key return	
Bar Required	Yes / No
External Power Sockets Required	Yes / No
Number of people (max 200)	
You will be invoiced for payment If cleaning, waste removal or repairs are required as a result of this hire they will be invoiced in addition to the standard hire rates.	Half Day (up to 6hrs) £75 Full Day £200

I have read and agree to abide by the Terms and Conditions of Hire for Lumsden Village Hall.

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	Key returned <input checked="" type="checkbox"/>	
	Booking confirmed & on calendar <input checked="" type="checkbox"/>	Repairs Required	£
		Cleaning Required	£
		Waste Removal Required	£
		TOTAL to INVOICE	£

Lumsden Community Association
THANK YOU FOR HIRING LUMSDEN HALL