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|  | 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 Tyries Farmhouse  Kildrummy, Alford, AB33 8RD  Email: elainerobinson.hallbookings@gmail.com | today’s Date: |

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| YOUR DETAILS | Name:  Address:  Phone No.  Phone No.  Email: | function description |

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| 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  ***Location to be confirmed*** |  |  |
| Date & time of key return  ***LOCATION: LUMSDEN HALL*** |  |  |
| Occasional License Reference  ***a copy of your license is required as a condition of hire*** |  | |
| 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.*

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| Signed:  ***I confirm that I am 26yrs old or over and am fully responsible for this hire*** | Date: |

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| Office use: | Date received |  | Receipt Issued: ref no. | £ |
|  | Payment enclosed (£300) 🗹 |  | Key returned 🗹 |  |
|  | License enclosed 🗹 |  | Deposit returned  (up to £100) | £ |
|  | Booking confirmed & on calendar 🗹 |  | Cleaners Invoice total | £ |
|  | Bar/external socket keys |  | **TOTAL BALANCE** | **£** |