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|  | 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 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: | club/USE description |

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| --- | --- |
| 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.*

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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 🗹 | £ | Key returned 🗹 |  |
|  |  |  | Deposit returned  (up to £50) | £ |
|  | Booking confirmed & on calendar 🗹 |  | Cleaners Invoice total | £ |
|  |  |  | **TOTAL BALANCE** | **£** |