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|  | 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 Tyries Farmhouse  Kildrummy AlfordAB33 8RD  Email: elainerobinson.hallbookings@gmail.com | today’s Date: |

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| --- | --- | --- |
| YOUR DETAILS | Name:  Address:    Contact Phone No.  Email: | description of hire |

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| DETAILS OF HIRE |  |
| Date of Hire |  |
| HALF DAY (up to 6 hrs) OR FULL DAY REQUIRED |  |
| Times of Hire (including setting up access requirements)  *Access is not permitted prior to date of hire unless specifically authorized in advance* |  |
| 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) £90  Full Day (up to 12hrs) £200 |

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

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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 |  | Key returned 🗹 |  |
|  | Booking confirmed & on calendar 🗹 |  | Repairs Required | £ |
|  |  |  | Cleaning Required | £ |
|  |  |  | Waste Removal Required | £ |
|  |  |  | **TOTAL to INVOICE** | **£** |