



LUMSDEN HALL BOOKING FORM BF1 'Weddings and 48 Hour Events'

*hire includes the whole building & use of its built-in bar
hours of hire are Sun-Thurs until 11pm & Fri-Sat until 1am*

Lumsden Community Association

LCA is a Scottish Charitable Incorporated Organisation, registered in Scotland, no. SC028733

Bookings Secretary, c/o Lumsden Hall, The Square, Lumsden, AB54 4GQ

Email: hallbookings@lumsdencommunity.co.uk

TODAY'S DATE:

YOUR DETAILS Name: **FUNCTION DESCRIPTION**
Address:

Contact Tel No.
Email:

| 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 (<i>LOCATION: TBC</i>) | | |
| Date & time of key return (<i>LOCATION: LUMSDEN HALL</i>) | | |
| Occasional License Reference <i>The hall is required to obtain a license if you wish to sell alcohol on premises</i> | | |
| 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 | £530 | |

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. 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: |
|--|-------|

FOR OFFICE USE:

| | | | |
|-----------------------------------|--------|-------------------------------|--------|
| Date received: | | Receipt Issued (ref no.) | |
| Payment enclosed (£530) | YES/NO | Key returned | YES/NO |
| License received | YES/NO | Deposit returned (up to £100) | £ |
| Booking confirmed & on calendar | YES/NO | Cleaners Invoice total | £ |
| Bar/external socket keys required | YES/NO | TOTAL BALANCE | £ |

Make all cheques payable to Lumsden Community Association
BACS payments to: Lumsden Community Association: Virgin Money Sort Code 82-61-00 A/c