# LUMSDEN HALL BOOKING FORM

**BF2 ‘Community/Private Functions’**

***Events such as birthday parties, dinner dance, disco, ceilidh, live music, theatre, etc***

*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](mailto:hallbookings@lumsdencommunity.co.uk)

today’s Date:

|  |  |  |
| --- | --- | --- |
| YOUR DETAILS | Name:  Address:  Contact Tel No.  Email: | function description |

|  |  |  |
| --- | --- | --- |
| 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: TBC)*** |  |  |
| Date & time of key return (***LOCATION: LUMSDEN HALL)*** |  |  |
| Occasional License Reference  ***The hall is required to obtain a license if you wish to sell alcohol on premises*** |  | |
| Number of people (max 200) |  | |
| Full Payment Required Upfront  £150 refundable if cleaning & waste disposal completed to the satisfaction of the committee and there is no damage | £365 | |

*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 £150 deposit. Hire is not guaranteed until payment is received in full.*

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date received: |  | Receipt Issued (ref no.) |  |
| Payment enclosed (£365) | YES/NO | Key returned | YES/NO |
| License received | YES/NO | Deposit returned  (up to £150) | £ |
| Booking confirmed & on calendar | YES/NO | Cleaners Invoice total | £ |
| Bar/external socket keys required | YES/NO | **TOTAL BALANCE** | **£** |

FOR OFFICE

USE: