



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

TODAY'S DATE:

YOUR DETAILS	Name: Address: Contact Tel 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 (<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 £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>I confirm that I am 26yrs old or over and am fully responsible for this hire</i>	Date:
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FOR OFFICE
USE:

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	£

Make all cheques payable to Lumsden Community Association
BACS payments to: Lumsden Community Association: Virgin Money Sort Code 82-61-00 A/c 00010279