# LUMSDEN HALL BOOKING FORM

**BF3 ‘Non-Function, Clubs and Meetings’**

*hire includes the whole building & use of its built-in bar*

*hrs 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 |  |
| Day of Hire |  |
| Start Date |  |
| End Date |  |
| Times of Hire |  |
| Main Hall Required (£17/hour) | Yes / No |
| Small Hall Required (£12/hour) | Yes / No |
| Whole Hall Hire (£25/hour) | 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.*

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date received: |  | Receipt Issued (ref no.) |  |
| Key returned | YES/NO |
| Payment enclosed (£430) | YES/NO | Deposit returned  (up to £50) | £ |
| Booking confirmed & on calendar | YES/NO | Cleaners Invoice total | £ |
| Bar/external socket keys required | YES/NO | **TOTAL BALANCE** | **£** |

FOR OFFICE

USE: