



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

TODAY'S DATE:

**YOUR
DETAILS**

Name:
Address:

FUNCTION DESCRIPTION

Contact Tel No.
Email:

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>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.)	
		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	£

Make all cheques payable to Lumsden Community Association

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