# LUMSDEN HALL BOOKING FORM

**BF4 ‘Funeral Teas and Business Rates’**

**(Purchase Order)**

**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 Phone No.  Email: | description of hire |

|  |  |
| --- | --- |
| DETAILS OF HIRE |  |
| Date of Hire |  |
| HALF DAY (up to 6 hrs) OR FULL DAY (up to 16 hrs) |  |
| Times of Hire (including setting up access requirements)  *Access is not permitted prior to date of hire unless specifically authorized in advance* |  |
| Date, Time & Location for key pick-up |  |
| Date, Time & Location for key return |  |
| Bar Required | Yes / No |
| External Power Sockets Required | Yes / No |
| Number of people (max 200) |  |
| **You will be invoiced for payment**  If cleaning, waste removal or repairs are required as a result of this hire they will be invoiced in addition to the standard hire rates. | Half Day (up to 6hrs) £95  Full Day (up to 16hrs) £210 |

*I have read and agree to abide by the Terms and Conditions of Hire for Lumsden Village Hall.*

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date received |  | Repairs Required | £ |
| Cleaning Required | £ |
| Booking confirmed & on calendar | YES/NO | Waste Removal Required | £ |
| Key returned | YES/NO | **TOTAL INVOICE** | **£** |

FOR OFFICE USE: