



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

TODAY'S DATE:

YOUR DETAILS	Name: Address: Contact Phone No. Email:	DESCRIPTION OF HIRE
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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) <i>Access is not permitted prior to date of hire unless specifically authorized in advance</i>	
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>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		Repairs Required	£
			Cleaning Required	£
	Booking confirmed & on calendar	YES/NO	Waste Removal Required	£
	Key returned	YES/NO	TOTAL INVOICE	£

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