

Lochranza and Catacol Village Hall
Registered Charity as Lochranza Village Hall SCO No. 18338

Booking Form and Hiring Agreement

The Management Committee of Lochranza and Catacol Village Hall agrees to permit the Hirer named in this agreement to use the premises for the under noted purpose(s) and for the period(s) specified but always subject to the conditions specified in this agreement and the accompanying policies and protocols. The Hirer named in this agreement agrees to observe these conditions. Relevant charges can be found on the Hall website.

1. Name of Hirer or authorised representative.....

 Organisation (if applicable).....

 Address.....

 Telephone..... email:.....

2. Area required (please circle)

 Large Hall Small Hall/Stage Entire Hall Entire Hall plus Grounds

3. Purpose of hire.....

4. Period of Hire Start Date...../...../..... Time.....am/pm
 End Date .../.../..... Time.....am/pm

5. Additional Services required: Provision of Bar including Licence Fee (£160) Yes/ No
 (please circle as appropriate) Hire of Crockery (£3.00 per head) Yes/ No

6. Total Cost £..... *Deposit (if app.).....

Signed (Hirer/Authorised representative)..... Date.....

In order to confirm the booking, please scan the completed document **by email** to the under noted address.
*In addition, for weddings or multiple day events, a returnable deposit of £200 is required to secure the booking. This should be paid, preferably by BACS, at the time of booking.
Internet banking : Sort code 80-05-84, Acct No. 00531049. Please include name of organisation or relevant individual to identify the payment
If paying by cheque, please make cheque payable to Lochranza Village Hall and send to
The Treasurer, Lochranza Village Hall, Crossaig, Lochranza KA27 8HL

For Management Committee only:		
Signed	Date / /	Total approved cost £.....
Position on Management Committee.....		
email: lochranza.catacol.village.hall@hotmail.com		

A scanned copy of this document will be sent by email to the Hirer/authorised representative once it has been approved by the committee and the deposit received (where applicable). This will include a note of the total cost. The balance should be paid no later than 14 days before the date of the event.
The Hall maintains public liability insurance which covers the ownership and operation of the premises. It DOES NOT cover the activities of any hirer of the Hall. It is strongly recommended that the Hirers obtain public liability insurance to cover their event. This cover should include damage to hired, leased or rented premises for a minimum sum insured of £1m.

Copies of relevant protocols and policies can be found at: www.lochranza.weebly.com