

Buchlyvie Village Hall

Hall Let Application Form for one off Functions/Events

Terms and Conditions of Let:

- The attached booking form should be completed, signed by the event organiser and returned to the Hallkeeper with 50% deposit.
- The premises are accepted by the event organiser as being in good condition and repair, and the event organiser has the responsibility of leaving the premises in the same condition as it was let to them.

Indemnity:

1. It is the event organiser, not Buchlyvie Village Hall, who will be responsible for any loss, damage or claim made resulting from this let. The organiser will be obliged to obtain any licenses (i.e. public entertainment, sale of alcohol) or pay any Performing Rights Society fees as required for the proposed use of the hall. The person responsible for the let will also ensure that the activities undertaken in the proposed let are covered by adequate and appropriate insurance.
2. Any damage to the centre, fittings or equipment found prior to the commencement of the let must be reported to the caretaker or management committee before the commencement of the let. Any damage to property during a let must be reported to the management committee immediately as the organiser is responsible for the cost of repairing such damage.
3. Buchlyvie Village Hall will not be liable for any damage to or loss of property brought to or left in the premises or for any personal injury or death caused to any person arising from, or during the course of the let.
4. The organiser will use the centre solely for the purpose(s) stated in the application and will ensure that the premises are left in a clean, neat and tidy condition. If, as a consequence of the use of the premises, any unusual or abnormal amount of cleaning is required, this will be carried out by Buchlyvie Village Hall and the organiser will meet the cost.
5. The organiser will familiarise themselves with the fire regulations for the hall and will then be able to take the appropriate action in the event of a fire alarm occurring and they must also be aware of the position of Emergency Exits and First Aid points.

Buchlyvie Village Hall Booking Form – To be returned with 50% deposit before hire.

Name.....

Address.....

Telephone number:

Type of function:

Date of Let:

Main hall Committee Room Kitchen

I have read and agree with the terms set out by Buchlyvie village Hall Committee.

Applicants Signature:

Committee Use Only: Deposit Paid Y/N

Function Granted/Refused Date:

Signed: Signed:.....

Deposit can be paid by cash, cheque made payable to "Buchlyvie Public Hall" or bank transfer to 80-12-48 00202935. Bank transfer is preferable please to keep our banking costs down.

The booking is not secure until deposit has been paid. Thank you.