

**Ecclesmachan & Threemiletown Village Hall  
Booking Form**

Name of person/organisation: -	Date(s) Required: -
Address: -	Time from:- Time to: - Reason for hire: - No. of persons expected: -
Phone number(s): -	E-mail: -

Name of person(s) responsible at the event: - <b>N.B. There must be a person aged 25 or over present during hire</b>	Phone number(s): -
Address: -	E-mail: -

Invoice Address if different from above: -
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Are equipment/kitchen/other facilities required? If yes specify requirements: -	Yes / No
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Please ensure you sign acceptance of our terms & conditions on page 2 before submitting to us

----- **Office Use Only** -----

Deposit Required: -	Yes/No
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Hall checked after event by: -	Date / Time:-
Any items to report: -	Additional Notes: -

Date invoiced: -	Date payment received: -
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**The Village Hall Committee respectfully asks all users to please abide by the following terms and conditions of use: -**

**General Terms.**

- Due to fire regulations no more than 60 people are allowed in the main hall at any time. The event organiser is responsible for ensuring that this maximum is not breached. Also we require that a person over the age of 25 is present throughout any hire period.
- Any booking will not be fully confirmed until this booking form is returned to the hall booking co-ordinator.
- For use of equipment/kitchen facilities please make detailed arrangements with the hall booking co-ordinator.
- Any change of booking details (including cancellation) must be made prior to the booking date otherwise a charge may be incurred.
- For any out-of-hours events, key collection and return arrangements should be made in detail with the Hall booking co-ordinator.
- The users are responsible for familiarising themselves with the locations of fire exits & should dial 999 if the alarms are activated or a fire-related problem is observed. For more information please refer to the Hall Information Folder located in the south Hall.
- A book has been provided in the Kitchen to record any damage, breakage or complaints.
- Please DO ENSURE that all taps, lights and electrical appliances are switched off prior to departure, otherwise an extra charge may be levied to cover extra costs. This does not apply to the electrical equipment associated with the gas boiler, which should be left on in automatic mode - see detailed instructions in the hall, particularly if you have used the heating in manual boost mode.
- Please leave the building as you found it and ensure that all chairs and tables are returned to the layout as found. Please use the re-cycling bins provided outside the Hall for all waste produced from the event. In event of the Hall requiring extra cleaning and/or damage to the property during use, an extra charge may be levied.
- As our natural wood floors have recently been refurbished and varnished we ask that guests do not enter the hall wearing Steel Tipped Stiletto Heels, Golf Shoes, Hob Nailed Boots or Football Studs. Please ensure ALL spillages, even of water, are mopped up immediately to avoid damaging the floor surface (please use a damp cloth or sponge only – **NO** Chemicals to be used). We also request that if you are moving chairs, tables or your own equipment around that they are lifted into place and not dragged.
- Payment can be made by bank transfer, cash or cheque, sorry but we do not accept credit/debit cards. Cheques should be made payable to Ecclesmachan & Threemiletown Village Hall.

**Large Catered Events, Weddings, Adult Parties, Dances etc.**

- A deposit of £100.00 (paid in advance & in addition to any hire charges) will be requested to cover cleaning costs and breakages. This amount will be refunded in full if the hall is cleaned by the hirer to the standard in which it was found by 12:30pm on the day after the event. The committee reserves the right to retain all or part of this deposit if the cleaning is sub-standard / incomplete or if breakages are noted, we also reserve the right to seek payment of further charges in the case of breakages/damages.
- Decorating the Hall is allowed by pre-arrangement only, please contact our booking co-ordinator to discuss your requirements when making a booking.
- The user(s) is responsible for removing all property belonging to themselves &/or their caterers from the Hall buildings by 12:30pm on the day after the event. Failure to do so may lead to the items being removed by the cleaners and/or members of the Hall committee.
- Any food/drink left in the kitchen &/or fridge following a large catered event will be removed after 24 hours unless prior arrangements have been made with the booking co-ordinator.

**I fully understand and agree to the terms and condition of use outlined above: -**

<b>Signature – Hall user:</b>	<b>Signature - Booking Co-ordinator:</b>
<b>Date:</b>	<b>Date:</b>

**Please submit this form to: -**

The Booking Co-ordinator  
Ecclesmachan & Theemiletown Village Hall  
Byburn  
Ecclesmachan  
BROXBURN  
West Lothian  
EH52 6NG