

**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: - * N.B. Please include any set-up/clear-up time required
Phone number(s): -	E-mail: -

Name of person(s) responsible at the event: - N.B. There must be a person aged 25 or over present during hire	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 read & 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 75 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. Cancellation of reserved time at short notice may also be charged or suffer loss of deposit.
- For out-of-hours events, key collection/return arrangements should be made 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 note that the hire times you book for must include your anticipated set-up and clear-up times particularly as we may have another booking shortly before or after your event. It also allows us to set the heating times correctly. There are waste bins provided outside the Hall for all waste produced from the event, if there is a large volume of waste exceeding bin capacity you will have to make arrangements for its removal and disposal. 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.
- Decorating the Hall is by pre-arrangement only; contact our booking co-ordinator to discuss requirements when making a booking. The use of Bouncy Castles, sand pits or similar equipment inside the hall is **strictly forbidden**.
- 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 up to £100.00 (paid in advance & in addition to any hire charges) will be requested to cover cleaning costs, breakages or for cancellation close to the event date. This amount will be refunded in full if the hall is cleaned by the hirer to the standard in which it was found after the event (for weddings by 12 noon 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, if breakages are noted, or the event is cancelled at short notice. We also reserve the right to seek payment of further charges in the case of breakages/damages.
- The user(s) is responsible for removing all property belonging to themselves &/or their caterers from the Hall buildings after the event (for weddings by 12 noon 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: -

Signature – Hall user:	Signature - Booking Co-ordinator:
Date:	Date:

Please submit this form to: -

The Booking Co-ordinator
Ecclesmachan & Threemiletown Village Hall
Byburn
Ecclesmachan
BROXBURN
EH52 6NG