

**MILTON OF CAMPSIE
VILLAGE HALL**
Registered Scottish Charity No SC037687
**Private Functions
BOOKING FORM**

I/We would like to make a booking for the Milton of Campsie Village Hall as detailed below. I/We agree to pay the charges as detailed and agree to comply with the Conditions of Let overleaf.

NAME: _____

ORGANISATION: _____

ADDRESS: _____

POSTCODE: _____

CONTACT TEL NO: (Home) _____

(Work) _____ (Mobile) _____

Email address (if appropriate): _____

DETAILS OF BOOKING: (*Please state Large Hall, Common Room and/or Meeting Room)

DATE	DAY	START TIME	FINISHING	*HALL	NUMBERS

Please give details of function, e.g. Birthday Party, Dance, etc. Also state any additional requirements, e.g. tables, chairs, use of kitchen, decoration of hall, etc.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Applicants must be 18 years of age or over. I have read the Conditions of Let overleaf.

NO SMOKING ALLOWED WITHIN HALL PREMISES

MILTON OF CAMPSIE VILLAGE HALL
CHARGES and CONDITIONS OF LET

Minimum booking of one hour and the use of the kitchen is included

<i>SCALE OF CHARGES</i>	<i>Per Hour</i>
Private Function Lets	£25.00

Cheques should be made payable to – Milton of Campsie Village Hall Trust

CONDITIONS OF LET

1. If possible, at least 10 working days' notice must be given in advance of commencement of the Let.
2. A deposit of £50 to be paid on confirmation of the booking. Deposit to be held against –
 - Any damage to the Hall building or to any equipment within any part of the Hall, including kitchen equipment;
 - Any complaints of any kind of disturbance during the period of the let, including;
 - Any complaints of excessive noise disturbance during the period of the let or on leaving;
 - Any necessary cleaning bills due to excessive dirt and litter, which is left after a let.
3. On no account must any alcoholic drink be taken outside / or consumed outside Village Hall premises. Any Drinks Licence/Price List must be displayed at the bar area.
4. Full payment of the hire must be made 7 days in advance of the actual date of the let.
5. Milton of Campsie Village Hall must be left in a clean and tidy state after use. All equipment being put back as it was found. The Lessee/Caterer shall be responsible for the clearing of surface litter/empty bottles, etc. from tables and floors.
6. Please remove and dispose of any balloons, gas tanks and any other decorations used in the Hall for your function.
7. The Lessee will be held responsible to pay for any damage to the equipment or to any part of the Hall itself.
8. Hirers shall be bound to have a sufficient number of doorkeepers to keep order on the premises during the function.
9. Cancellations: Seven working days' notice of cancellation must be given; otherwise full payment of the booking will be required.

The Village Hall Trust accepts no liability for information supplied by applicants. Information wrongly supplied may result in your booking being cancelled without notice.

For further information/Bookings please call the booking line on **07758 628172**

Please return your Booking Form to:
Beth Milne, 87 Juniper Drive, Milton of Campsie, G66 8HL

Visit the website: www.mocvh.com