

**MILTON OF CAMPSIE  
VILLAGE HALL**  
Registered Scottish Charity No SC037687  
**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 or Meeting Room)

DATE	DAY	START TIME	FINISHING	*HALL	NUMBERS

**\*\* Holiday dates must be notified in advance or full payment will be required\*\***

Please give details of function, e.g. Meeting, Dance, Fitness Class, etc. Also state any additional requirements, e.g. tables, chairs, use of kitchen, 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\***

## **CHARGES and CONDITIONS OF LET**

**N.B. The following charges are per hour. Minimum booking of one hour.**

<i>SCALE OF CHARGES</i>	<i>MAIN HALL</i>	<i>COMMON ROOM</i>	<i>MEETING ROOM</i>
Commercial Lets	£17.50	£7.50	£7.50
Community Groups	£ 7.50	£6.00	£6.00

*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 10% will be required for certain bookings: this will be indicated at the time of booking.
3. By arrangement, an invoice will be sent out monthly and payment will be due immediately thereafter or at least within 30 days of the date of the invoice.
4. 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.
5. The Lessee will be held responsible to pay for any damage to the equipment or to any part of the Hall itself.
6. 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 contact: the following on behalf of The Milton of Campsie Village Hall Trust Management Committee:

Booking Line Tel no: **07758 628172 (24 hrs)**

**Please return your Booking Form to:**

**Andrew Menzies, 27 Blair Drive, Milton of Campsie, G66 8DS**

**Visit the website: [www.mocvh.com](http://www.mocvh.com)**