

## Function Booking Information

Thank you for choosing the Three Villages Hall to hold your special event. To help us to offer the best service to you please complete the booking form. If you have any queries contact us by phone or email.

*Cost.* Full venue hire is £600 payable 28 days before the event. This is a full day booking with exclusive use of all parts of the Hall that are available for let. Smaller functions will be individually costed.

*Booking deposit.* A deposit of £100 is required at the time of booking and is refundable only if the function is cancelled 28 days or more in advance. If you cancel less than 28 days before the event 50% of the hire cost (£300) will be refunded.

*Security deposit.* An additional security deposit of £100 is required and will be refunded in full if there is no damage to the building or its fixtures and fittings occurring during your function.

*Maximum numbers.* For safety reasons we cannot accommodate more than 100 people.

*Order of events.* To ensure that your day runs as smoothly as possible we ask that you provide us with an order of events showing start and end times, major arrivals, meals, music etc.

*Music.* If you wish to provide a DJ or band you are welcome to do so. PA and lighting equipment are available on request. Please note that the hall is in a residential area, due consideration must be shown at all times and music must cease no later than midnight.

*Provision of alcohol.* The hall is licensed for the sale of alcohol. You may supply your own, if you wish, in which case a corkage charge will be made, or you can ask us to run a bar for you. In this case we require you to tell us what you would like us to provide and in what quantities.

*Catering.* We can provide catering on request or you can use a caterer of your choice. In either event please inform us of the kitchen facilities, crockery, cutlery, etc. that you require.

*Decorations.* You are welcome to decorate the hall for your function but please refrain from sticking decorations to the painted plaster surface. Please be particularly careful with helium filled balloons as they are impossible to retrieve from our roof space. Regrettably we cannot permit the use of any fire-crackers or smoke generating equipment as they set off the fire alarm. The use of table confetti is discouraged.

*Cleaning.* The cost of hiring the venue includes the cost of cleaning afterwards, but we would ask that you and your guests act responsibly.

*Security.* While every effort will be made to ensure the safety and security of your personal belongings the hall cannot accept any responsibility for loss or damage caused.

### **During the event**

Hall staff and volunteers will be available to help make this a special day for you.

As the hirer of the hall it is your responsibility to maintain good order. You must provide us with the name of a responsible person to whom hall staff can address any major concerns during the event.

You will be advised of the senior member of the hall staff on duty during your event. Please make him/her aware of any problems that arise so that they can be dealt with immediately.

Name:	
Address	
Phone:	Mobile: E-mail:
Type of function	
Principal guest(s)	
Number attending:	
Date of hire:	
Time of event:	<i>Please provide us with a schedule of the main timings for the day</i>

Additional optional services:  <i>Please tick to show which you require</i>	*Do you require a staffed cloakroom?	
	Do you wish to use the stage?	
	Do you wish to use the lighting equipment?	
	Do you wish to use the PA/sound equipment?	
	*Do you require the services of a DJ/MC <i>A fee will be charged</i>	
	Do you wish to use the data projector and screen equipment?	
	*Do you require the Hall to cater for your event? <i>If yes please contact us to discuss your requirements</i>	
	If you are providing your own catering, do you need the use of the kitchen?	
	*Do you require the Hall to operate a bar? <i>If yes please contact us to discuss your requirements</i>	
	*Do you require the Hall to supply wines for dinner? <i>If yes please contact us to discuss your requirements</i> <i>If you provide your own drinks, corkage will be charged</i>	
*Do you require waitress service for your meal?		

\*An extra charge will be made to cover the cost of these items. If any additional Hall staff are required, their time will be charged at £8 per hour

Seating will usually be arranged at round tables for up to 10 people each  
*Please contact us if you have other requirements*

<b>We can also arrange the following - please tick to show which services you require</b>	
Printed seating plans. <i>Please provide us with typewritten names at least one week in advance</i>	
Printed place cards. <i>Please provide us with typewritten names at least one week in advance</i>	
*Chair covers at £2.50 per chair. Coloured sashes are available	
*White fabric tablecloths at £12.25 each	
*Table runners from £5 each. Colours to match chair sashes	
*White fabric serviettes at 75p each	
*Floral table centres. <i>Please contact us to discuss your requirements</i>	
*High chair(s). £5 each	<i>Please indicate number required</i>
Babies' and toddlers' plates, cutlery, beakers etc. <b>NB We cannot provide sterilised feeding equipment</b>	<i>Please indicate number required</i>

Please indicate any additional requirements on a separate sheet of paper

## Terms and Conditions

1. Please familiarise yourself and the members of your group with the Fire Regulations and Precautions in the building. Notices detailing fire action and evacuation procedures are displayed in all rooms.
2. The lessees shall be held responsible for the maintenance of good order within the premises.
3. The Directors of the Arrochar and Tarbet Community Development Trust (referred to hereafter as A&TCDT) or their representatives shall not, under any circumstances, be responsible for the loss or damage to goods, property or personal effects on the premises. It is recommended that each group using the premises make their own arrangements for the safekeeping of valuables.
4. Lessees will be held responsible for any damage to the property or fittings. The introduction of any additional structure, electrical equipment, decorations or poster by the lessees, shall be subject to the approval of the Management.
5. No claim for damages shall lie against the A&TCDT or its representatives for the failure of the lessees to obtain occupancy to the premises arising from any cause not under the control of A&TCDT.
6. The A&TCDT reserve the right to refuse or cancel the let. (In such cases, the lessee will be given notice of cancellation as early as possible).  
Sub-letting is strictly forbidden.
7. Nothing shall be done or brought within the premises, which in the opinion of the Management, involves extra risk to the property or public safety.
8. Booking must be in writing on the prescribed form. Cancellations must also be in writing.
9. The Management is empowered to close the doors against further admission when considered necessary for the maintenance of order and for safety or for any other reason. The person in charge may also terminate a let for the same reasons.
10. The A&TCDT or their representatives will determine a maximum number of people allowed at any function. The number of people permitted being subject to safety and fire regulations in force at the time.
11. In accordance with the law, No Smoking is permitted anywhere on the premises.

**I confirm that I have read and agree to the Terms and Conditions.**

**Signed:**

**Date:**