

Venue Hire Booking Form

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|--|--|---|---------------------------------------|
| Name: | | | |
| Organisation: (If Applicable): | | | |
| Nature of use: | | | |
| Charity Number (if Applicable): | | | |
| Number attending: | | | |
| Accommodation Required: | | Main Hall <input type="checkbox"/> Meeting Room (<input type="checkbox"/> Full, <input type="checkbox"/> 1, <input type="checkbox"/> 2) Training Room <input type="checkbox"/> For Main Hall Only: Do you wish to use the stage? Yes/No For Meeting Rooms (Full) do you require film-screening equipment? Yes/No Do you need the use of the kitchen? Yes/No | |
| Date(s) of Hire: | | <i>Time(s) of hire to include setting up and clearing up:</i> Time from: _____ Time to: _____ | |
| Details of equipment required | | | |
| Furniture | Table layout: | Presentation equipment: | Sports equipment |
| Number of tables | Boardroom Style <input type="checkbox"/> | Projector <input type="checkbox"/> | Badminton <input type="checkbox"/> |
| Number of chairs | Café Style <input type="checkbox"/> | Screen <input type="checkbox"/> | Table Tennis <input type="checkbox"/> |
| | Theatre Style <input type="checkbox"/> | Flipchart <input type="checkbox"/> | |
| | Round tables (Main Hall only) <input type="checkbox"/> | P/A system <input type="checkbox"/> | |
| <i>Any additional notes:</i> | | | |
| Catering requirements: | | | |
| Tea and Coffee <input type="checkbox"/> | With Biscuits <input type="checkbox"/> | Soup and Sandwich Buffet <input type="checkbox"/> | Set meal <input type="checkbox"/> |
| <i>Any additional notes:</i> | | | |
| <i>Name of Applicant:</i> | | | |
| <i>Address:</i> | | | |
| <i>Contact Telephone Number:</i> | | <i>Email address:</i> | |
| <i>Any additional notes:</i> | | | |
| I, the above named applicant, undertake to comply with the conditions of let as detailed overleaf and with any instructions given to me by the Management. | | | |
| <i>Signature:</i> | | | <i>Date:</i> |

General Terms and Conditions

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.

When making your booking please make sure you allow yourself enough time for preparation and clearing up so that sessions do not overrun.

Clubs and Groups: please leave the premises as you would wish to find them by clearing away equipment and disposing of litter.

Only alcohol purchased on the premises may be consumed in the building except by prior arrangement.

To protect and preserve the floor in the main hall only indoor soft soled, non-marking shoes should be worn for playing sports.

Specific Terms and Conditions

The lessees shall be held responsible for the maintenance of good order within the premises. For functions, the lessee will provide the number of stewards required by the Management.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. Booking must be in writing on the prescribed form. Cancellations must also be in writing.

8. 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.

9. 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.

10. In accordance with the law, No Smoking is permitted anywhere on the premises.

11. Where children or vulnerable people are involved the lessee must have a current Child Protection Policy and appropriate insurance in place. It is imperative that there are an adequate number of adults in attendance to supervise children effectively following guidelines laid down by the Care Commission.

Should you require any further information about bookings please call 01301 702669.

Please return this form to: The Three Villages Community Hall, Arrochar, G83 7AB
or email to admin@threevillages.org.uk