



GATESIDE AND DISTRICT COMMUNITY ASSOCIATION

MEMORIAL HALL BOOKING FORM

NAME OF HIRER					
ADDRESS					
TELEPHONE		E-MAIL			
DATE OF FUNCTION					
TIME OF FUNCTION	FROM		To		
TYPE OF FUNCTION				NUMBER ATTENDING	
DO YOU REQUIRE ANY OF THE FOLLOWING:					
COOKER	Y / N	CROCKERY	Y / N	CHAIRS	Y / N NUMBER:
CARD TABLES	Y / N NUMBER:		LARGE TABLES		Y / N NUMBER:
IS A LICENCE REQUIRED FOR: CONSUMPTION OF INTOXICATING LIQUOR HAS THIS BEEN OBTAINED					YES / NO YES / NO
DEPOSIT	PLEASE ENCLOSE CHEQUE FOR £50				
HIRE CHARGE	PLEASE ENCLOSE SEPARATE CHEQUE - £8 PER HOUR			AMOUNT	
CHEQUES SHOULD BE MADE PAYABLE TO THE GATESIDE COMMUNITY ASSOCIATION					
I have read the conditions of hire on the reverse of this form and agree to be bound by their terms.					
SIGNATURE OF HIRER:			DATE:		
RETURN FORM TO: EMMA MORGAN, TREASURER, GATESIDE COMMUNITY ASSN., WESTER UPPER URQUHART COTTAGE, GATESIDE, KY14 7RW					

SECRETARY: KATE FERNANDO, EDENARD, OLD TOWN, GATESIDE, FIFE, KY14 7SY

MEMORIAL HALL CONDITIONS OF HIRE

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the Hall and its fabric and contents, and for ensuring their safety from damage however slight
2. The Hirer will, during the period of the hire, be responsible for the conduct of all persons using the Hall and its grounds
3. The Hirer will be responsible for the supervision of all those under 16 who are using the Hall and for ensuring that there is sufficient responsible adult help. Once in the Hall, no one is allowed off the premises until the end of the event. Transport should be available for those attending the event and they must not be permitted to wander in the village
4. The Hirer shall indemnify the Community Association for the cost of repair of any damage done to any part of the Hall or its grounds or the contents of the Hall which occurs during the period of hire or as a result of the hire. An amount of £50 in cheque form is required as a deposit. If any breakages, or acts of vandalism occur in the Hall or if the Hall is left in an unsatisfactory condition, it will be at the discretion of the Community Association to use some or all of the deposit towards the expenses incurred. The deposit cheque will be returned after the function if the Hall and its contents are left in a satisfactory condition
5. The Hirer shall be responsible for obtaining any licences that may be needed for the consumption of intoxicating liquor and for the observance of all other regulations appertaining to the premises as stipulated by the Fire Authority, the Local Authority of the Community Association
6. If the Hirer cancels the booking more than 7 days prior to the function, any hiring fee paid will be returned. If the Hirer wishes to cancel the booking less than 7 days before the date of the event and the Community Association is unable to secure a replacement booking, the Community Association will decide if the hire fee will be refunded or not.
7. At the end of the hiring, the Hirer shall be responsible for leaving the Hall and its grounds in a clean and tidy condition and any items moved from their usual positions properly replaced
8. If any sound system is used during the period of hire, the Hirer is responsible for ensuring that the sound is kept at a reasonable level.
9. Any changes to the heating of the Hall must be dealt with by the Hall Keeper and not by any person using the Hall.

GATESIDE COMMUNITY ASSOCIATION

OCTOBER 2006