

Smailholm Village Hall
Booking Form
Scottish Charity SCO52858

Name of Hirer
Organisation (if applicable)
Address
.....
.....
Post Code

Telephone
Email

Purpose of Hire

Type of use **Non-commercial** **Commercial**

Date of Hire

Start time **Finish time (to include clearing up)**

The hall must be left in a clean and tidy condition, or an extra charge will be levied for cleaning

I agree to the terms and conditions of hire, and confirm I have, or do not need, the following licences/checks:

Liquor Licence
 Public Entertainment **Theatre**
 PRS for Music and/or PPL UK Music Licences
 Commercial Trading **Protecting vulnerable groups (PVG)**

I confirm that the hire is non-commercial and I do not need public liability insurance:

I confirm that the hire is commercial and I have public liability insurance:

Name of insurer: **Policy number:**

Signature of Hirer

Date

Please keep a copy for your records and return a signed copy with any deposit required to:
(cheques made payable to Smailholm Village Hall)

Terms and conditions of hire can be viewed on our website: www.smailholm-village.org.uk
Booking Secretary :- Brian MacFarlane
Glennewton, Smailholm, Kelso, TD5 7PJ

Details provided on this form are managed in alignment with our data protection policy