

# 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](http://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