

Locus Breadalbane Ltd

Booking Form

Hirer (responsible Person)

Name: _____

Email Address: _____

Mobile phone No: _____

Purpose of Hire: _____

If the Hirer represents an organisation please complete as follows:

Name _____

Address _____

Email address _____

Web site _____

Facility required

Within Town Hall ✓ indicated as required

Main Hall

Lesser Hall

Green Room

School Room

Middle Room

Car Park

Kitchen

Date Required from _____ to _____

Start time _____ Finish time _____

Note: Hire period must include set up and take down

Within Locus centre \ Indicate as required

Auditorium

Studio 2

Studio 3

Office 2

Date Required from _____ to _____

Start time _____ Finish time _____

Note: Hire period must include setup & take down.

Purpose of hire _____ No of attendees _____

The Cost of Hire Period

Cost per hour _____

Cost am/pm _____

Cost per day _____

Cost per week _____

Note : All Hirer costs include VAT

Note: ALL hirers must accept the **CONDITIONS OF HIRE** terms and conditions the document is available on-line and hard copies are held at the Locus Centre and Town Hall

To accept Conditions of Hire please sign _____

Date _____

LOCUS BREADALBANE LTD will not accept any liability for damage/theft to vehicles left in the Town Hall Car Parks front and rear of buildings.

Owners leave at their own risk.

Note: Its responsibility of Hirer to complete a risk assessment if appropriate.