

COMMUNITY HALLS BOOKING FORM

Membership ID:

Booking reference No:



Section 1 - Hirer Details

Club/Organisation:

Name & Address
of Hirer:

Postcode:

Telephone No Daytime: Alternative:

Invoice Address:
(if different from above)

Postcode:

Responsible Person:
(person must be on site at all times)

Section 2 - Booking Details

Hall Name:

Areas Required:

Purpose of let:

Single Booking Date: Time:

Regular Booking - Please complete details below, allowing for any holiday breaks. If booking more than one regular day, please complete a separate booking form.

Day: Time:

Start Date: End Date:

Exception Dates: (i.e. holidays)

Non Regular Booking - Please list dates and times required

Date	Times	Date	Times	Date	Times
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Will your let require music to be played - If yes please provide details:

Will your let involve the consumption of alcohol:
(If yes please refer to the Conditions of Let for additional charge(s) and legal requirements)

Please detail any specific requests or additional information which we may require. It may also help to provide details of the layout plan you require.

Section 3 - Insurance

Public Liability Insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building. If a hall user can not or does not produce proof of cover, a fee will be levied for this purpose - 10% of the hall hire charge.

Please tick as appropriate:

- ☐ A copy of our insurance certificate is enclosed
- ☐ A copy of our insurance certificate has been sent previously and is still valid
- ☐ I acknowledge that 10% of the hall hire fee will be added for insurance purposes

Section 4 - Declaration

I agree to be bound by the Conditions of Let and Hire Charges Schedule issued to me and agree that the delivery of the Confirmation of Let will be binding acceptance of this booking.

Data Protection

The information provided by you will be used only for the purpose stated. In terms of the Data Protection Act 1998, you are entitled to know what personal information Live Active Leisure Ltd hold about you on payment of a fee of £10. Application should be made to: Chief Executive, Live Active Leisure, Caledonia House, Hay Street, Perth, PH1 5HS. Photography: Press and / or promotional photographs may be taken of activities provided by Live Active Leisure. It will be assumed that all those taking part can be included in these photographs unless notification to the contrary is made at the time of booking.

Declaration: I authorise the use of my personal information for the above stated purpose.

Signed: _____ Date: _____

General Information

Please return this form to the relevant booking office:

Bookings for Tulloch, Scone, North Muirton, Moncrieffe, Blackford, Coupar Angus and Dunning should be returned to:
Live Active Leisure, Company Head Office, Caledonia House, Perth, PH1 5HS • Tel: 01738 454600

Bookings for Pitlochry should be returned to:
Live Active Atholl, West Moulin Road, Pitlochry, PH16 5EA • Tel: 01796 473866

Please note: Additional costs may be incurred for cleaning, equipment handling etc. Please refer to the Conditions of Let for further information.