

Booking Details

Name: BLOCK CAPITALS PLEASE
Address: Telephone No:
Email address: Mobile No:

I/we would like to hire the hall for the following period (telephone first to confirm availability)

On Day: Date:.....

Betweenand

½ day constitutes 5hrs or less; 5hrs+ constitutes a full day hire

I have read the terms and conditions of lease, and agree to abide by the stipulations as laid out below.

Signature..... Date:

On behalf of(organisation)

For the purpose of.....

.....

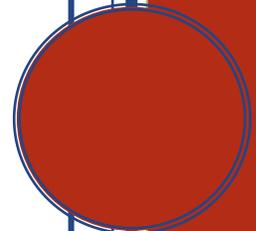
Booking

Provisional dates made by phone will be held for seven days only. Booking confirmations need to sent, or emailed to...

Mr Chris Gault secretary@lossiebaptist.org
Blucairn
Stotfield Rd 01343-813103
Lossiemouth
Moray
IV31 6QT

Please note we do not require a deposit, but prompt payment would be appreciated. Also, should you wish to cancel your booking please inform us as soon as possible, even if it is a possibility!

Terms and Conditions /see over



Terms and Conditions of Lease

1. Only applications on the attached booking form will be considered.
2. The Church retains the right to refuse booking applications without assigning reasons.
3. Provisional applications without an appropriate booking form, will only be held for seven days.
4. Alcohol is not permitted on the premises under any circumstances.
5. The use of the kitchen facilities is included in the booking; however users are asked to note the following.
 - a. The kitchen may need to be shared with other users of the building.
 - b. Users are asked to leave the kitchen and its equipment in a state of readiness for the next users (i.e. clean, tidy and utensils put away in cupboards)
 - c. Users are responsible for their own health and safety whilst using the kitchen equipment.
6. Fittings and decorations:
 - a. Users are not permitted to make any permanent marks or changes to the structure of the buildings and their decoration. (hooks, pins, nails etc.)
 - b. Users are to take any appropriate precautions to protect the fittings of the buildings, including carpets and floor coverings. Users will be held accountable for any expense incurred in putting the décor back to its original state. To this end users should inspect the hall and draw the attention of the keyholder to any defects or damage before the start of the hire
7. Chairs and tables should be returned to their initial positions, at the end of the hire.
8. Users are responsible for their event, and will be held accountable for any expense incurred, in 'making good' the hall following on from their event.

Health and Safety

Users are responsible for their own health and safety at all times. Group leaders please brief your group on the appropriate aspects of the following.

1. There is a **FIRST AID BOX** in the Kitchen. Please report any usage, so we can keep it well stocked.
2. **Fire Alarm:** The fire exits are well marked; users should familiarise themselves with the exits, and know what to do in the event of an incident. Fire exits must not be blocked.
3. No candles or naked lights to be used.
4. Any preparation of food on the premises must comply with the **Food Safety (General Food Hygiene) Regulations 1995**.
5. Appropriate insurance if considered necessary is the responsibility of the hirer.