

VOLUNTEER HALL BOOKING FORM



Scottish Charity SC045056

CONTACT DETAILS	
Primary contact	
Organisation (if applicable)	
Mobile number	
Email address	
Address for invoicing	

BOOKING DETAILS	
Day/Date of event	
Booking start time	
Booking finish time	
Description/Nature of event	
Other special requirements (e.g. recurring weekly/monthly)	
Maximum no. of people attending /attendance charge (if any)	
Purchase Order No. (if applicable)	

ROOMS REQUIRED	Please tick
Main Hall	
Smaller Hall	
Kitchen (teas/coffees only)	
Catering kitchen	
Licensed bar (provided by AHFD)	

ROOM LAYOUT	Please tick
Theatre style	
Boardroom	
Cabaret style	
Dance floor with tables	
Other (please provide details)	

ADDITIONAL FACILITIES	
Number of tables	
Number of chairs	
Other/special requirements (see extras overleaf)	

<p>On behalf of the hirer of the Volunteer Hall</p> <p><i>(i) I have read and agreed to the Volunteer Hall Conditions of Let</i></p> <p><i>(ii) I agree to apply all necessary health & safety and emergency procedures and</i></p> <p><i>(iii) I absolve A Heart for Duns of any liability arising from the use of the Volunteer Hall other than that arising as owners of the premises</i></p> <p>Signed:</p> <p>Date:</p>	FOR OFFICE USE	
	Date of booking	
	Person taking booking	
	Booking confirmed to client	
	Calendar updated	
	Price quoted	
	Deposit (if applicable)	
	Invoice number and date	
Payment received date		

Please return this form to: Admin & Event Support, A Heart for Duns, Volunteer Hall, Langtongate Duns TD11 3AF
 You will be advised of the acceptance and cost of the booking within 7 days of receipt of the application

Email completed form to admin@ahheartforduns.org

www.ahheartforduns.org

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HIRE CHARGES

Hourly rate

Venue	Charity	Community	Commercial
Main Hall	£15	£20	£35
Smaller Hall (Hay Hut)	£10	£15	£25
Meeting Room (Hope Room)	£6	£10	£15
Catering Kitchen (per day)	£30	£30	£30

In order to qualify for the charity rate, we will need your charity number. Please supply this when you book the hall. Thank you.

Licensed bar

AHFD can operate a licensed bar for your event. This can be arranged on a profit-share basis with other charitable organisations. Please ask for details.

Discounted rates may be available for local community groups and charities that are members of A Heart for Duns. Please ask for details.

A deposit of £50 will be required for dances and private parties.

EXTRAS

Out-of-hours supplement: £25 per booking

AHFD reserves the right to charge for additional cleaning up after an event.

Please ask about any of the following:

Stage

Display boards

PA/sound system

Scaffolding

Theatre lights

AV technician

Door security

External hire of staging, tables, chairs etc. for private events

CANCELLATION CHARGES

Cancellation charges may be applied as follows:

<i>Within 7 days of commencement of booking</i>	<i>100% of room booking fee</i>
<i>Less than 1 month prior to commencement of booking</i>	<i>50% of room booking fee</i>
<i>Over 1 month prior to commencement of booking</i>	<i>£25 administration fee</i>