



ROTHIENORMAN VILLAGE HALL

RENTAL FORM 2019

LETTING CODE

The conditions of let require that the contents of the [Hall User Terms & Conditions](#) be adhered to in the interests of Health and Safety for all Hall Users with no exceptions. Many of these provisions are made in order to ensure compliance with the law.

All persons hiring the hall must follow the guidance given in the Hall Manual on **Fire, Health & Safety, Risk Assessments, First Aid, Trade Waste and Basic Food Hygiene.**

As each let in the hall is different, organisers may need to add further risk assessments to the [templates found on our website.](#)

Costs for hiring the hall will be sent to you once a completed and signed booking form has been returned to the booking secretary.

Please read these carefully and if you have any queries please contact the Booking Secretary (Keith Park 07919 849722) or email bookings@rothienormanhall.co.uk for further clarification prior to returning this form.

HIRER	
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DATE(S) REQUIRED		FROM		TO	
MULTIPLE/ADDITIONAL DATES					

TYPE OF EVENT (x)

Dance		Concert		Disco		Ceilidh	
Health & Beauty		Private Party		Children's Party		Sports Event	
Meeting		Fayre		Coffee Morning		Soup & Sweet	

SETTING UP

TIME		DATE	
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CLEARING UP

TIME		DATE	
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(Clearing up on the following day must commence at **10am** unless special arrangements are made at the time of booking. If the cleaner arrives at 11am and is not able to commence cleaning, then the hirer of the hall will be charged £15/hour until hall is brought up to an acceptable standard)

FACILITIES REQUIRED (x)

Keys to access Hall		Main Hall		Side Hall		Kitchen	
Stage Spotlights (concert/dance)		Stage		Chairs		Tables	
Tea Urn		Back Store		Cooker		Other	

Licensed Function	Yes		No	
BYOB	Yes		No	

If you answered Yes, please refer to sections 2.3 & 2.4 of [Hall User T&Cs](#)

Inflatables (Bouncy Castle)	Yes		No	
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If you answered Yes, please refer to section 2.5 of [Hall User T&Cs](#)

RESPONSIBLE PERSON FOR EVENT (must be in attendance at event)

Name	
Address	
Phone Number/Mobile	

NOTES:

- Please ensure you have made arrangements for collecting the keys in plenty of time.
- The Hall Committee reserves the right to refuse or cancel bookings.
- The Hall Committee will endeavour to ensure that the hall is ready for use, but will not accept any responsibility for any breakdown, leakage or damage that cannot be repaired before or during an event.
- The Hall Committee and/or the Police have right of entry to the hall at all times.

Please sign below and return the completed form to:

Keith Park, Booking Secretary, 12 Homefarm Place, Rothienorman, AB51 8SA or bookings@rothienormanhall.co.uk

I/we have read, understand and agree to abide by the conditions of hire listed in the Hall User Terms & Conditions

I/we have read and agree to comply with the **Fire, Health & Safety, Risk Assessments, First Aid, Trade Waste and Basic Food Hygiene** requirements listed in the Hall User Terms & Conditions

Signed	Date
Name (block capitals)	