

Gullane Recreation Hall booking form: one-off bookings



Contact name:	
Organisation (if applicable):	
Address and postcode:	
Phone number:	Email:
Type of activity or event:	
Date of event:	Estimated no of attendees:
Start time*:	End time*:
Rate: (please tick) <ul style="list-style-type: none"> • hall/all facilities <ul style="list-style-type: none"> ○ Standard rate - £20 per hour <input type="checkbox"/> ○ Charity rate - £15 per hour <input type="checkbox"/> <p><i>(available to registered charities, not-for-profit organisations and constituted local community groups, at the trustees' discretion)</i></p> 	
Total cost: (number of hours x rate)	£
Payment: <i>Payment must be made in full at time of booking. If paying by cheque, please attach it to your booking form & send to hall address below. If paying by bank transfer, please set this up before you return your booking form.)</i> <ul style="list-style-type: none"> • By bank transfer (Gullane Village Association (A/c: 21755961 Sort Code: 80-22-60) <input type="checkbox"/> <i>Please include your surname & the date of your event as your reference</i> • By cheque (made payable to GULLANE VILLAGE ASSOCIATION) <input type="checkbox"/> 	

*We can usually offer you 30 minutes free of charge before and after your event booking time to set up and clear up. If you need more time than this, please include additional time in your booking period.

Please send the booking form to address below or email to bookings.recreation.hall@gmail.com

Information about Recreation Hall

- Total hall size 144 sq. metres
- Free floor space 72 sq. metres (12 x 6m)
- 2 toilets
- 1 kitchen
- 60 plastic stacking chairs
- 10 square tables (75cm) and
- 7 folding rectangular tables (75 x 180cm)
- Induction hob, small oven, grill, fridge, urns, microwave, kettles, crockery, glasses, cutlery

Gullane Recreation Hall, Hamilton Road, Gullane EH31 2HP
www.gullanevillageassoc.com

gullanevillageassoc@gmail.com | 07903 475761

Gullane Village Association is a Scottish Charitable Incorporated Organisation, charity number SC051012

Terms and conditions for the hire of Gullane Recreation Hall



GULLANE
VILLAGE ASSOCIATION

Thank you for your interest in booking Gullane Recreation Hall.
To help us keep the hall in good condition and retain good relations with our neighbours, we ask that you read these terms and conditions and accept them with your booking.

Making a booking

- **A booking form is required for all events and activities** in the hall by emailing bookings.recreation.hall@gmail.com
- **Payment in full must be made to secure your booking.** This must be made at the time you book either by bank transfer. Please see the booking form for full details.
- **There are two payment rates: the standard rate and the charity rate.**
The charity rate is available to registered charities, not-for-profit organisations and constituted local community groups, at the Gullane Village Association (GVA)'s discretion.
- Bookings being accepted are at the discretion of the GVA.

Fire, health, and safety requirements

- It is your responsibility to familiarise yourself with the Fire Exit Exits & location of extinguishers - and ensure the safety of your user group.
- Maximum capacity adult numbers for the hall are currently **60** max.
- If you are holding an event that is for profit, i.e. you are a business or a company, you must ensure that you have your own public liability insurance in place to run your event.
- Please note that the hall currently only has a small belling oven should you be planning on heating food.

On the day of your event

- **We would be grateful if you could leave the hall as you find it ready for the next user.** We provide a box of cleaning materials in the kitchen, a spray mop, black bags and brush for use.
- Please switch off kitchen water heater when finished using.
- If the hall is not left as you found it, you may be charged for any additional cleaning that is required, or the removal of rubbish, or any damage.
- The heating in the hall is from overhead infrared units (instructions for use on wall to left of kitchen entrance) and for colder weather we also have free-standing radiators. Please ensure they are switched off when leaving.
- Rubbish should be bagged and placed in wheelie bin at entrance.
- There are glass & cardboard recycling bins in the Village Hall car park. For evening events, because of the noise, please do not put glass in the recycling bins after 10pm but take home for recycling.
- After your event, chairs should be stacked maximum six high.
- Before you leave, please check that all lights are out & key returned to key safe.
- The GVA cannot be held responsible for any loss or damage to personal items. Please make sure you have the necessary insurance for this.

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Cancellation policy

- If you cancel up to four weeks before your booking date your full payment will be refunded; up to three weeks 75% of your full payment; up to two weeks 50% of your full payment; up to one week 25% of your full payment; and less than a week no refund will be due.

We hope your event goes well and that you will use the hall again in the future.

I wish to book Gullane Recreation Hall, I am over 18 years of age, have read and accept the terms and conditions of let below, and either attach full payment by cheque or have set up payment by bank transfer. I understand that full payment must be made before my booking is secured.

Name

SignedDate

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