**Roseisle Hall**

**Wedding Hire**

****

(PLEASE USE BLOCK CAPITALS)

|  |  |
| --- | --- |
| Name of Hirer: |  |
| Address: |  |
| Telephone: |  | Mobile contact for the day of hire: |  |
| Email: |  |

Period of Hire

|  |  |
| --- | --- |
|  Date(s) |  Time.  |

* I/we have read and understood the Conditions of Hire and agree to abide by them.
* I/we will give to the hall committee details, including a risk assessment for any hazardous activities (including bouncy castles) before the hire takes place. I/we understand and will ensure that bouncy castles will not be used inside the hall.
* I/we are aware that the hall committee will securely keep the information I provide for 5 years and will dispose of it securely after this time.
* No candles will be used in the building.
* No music after 11:30, leave premises by 12:30am.

Signature ........................................................................... Date ...................................

**Payment of the deposit will be required at the time of booking.**

**Payment of the balance will be required one month prior to hire date.**

We prefer payment by BACS to

Roseisle Hall, Coop Bank, Sort Code: 08 92 99, Account no: 67240010 Ref: date of hire

If this is not possible, please contact us to arrange payment on roseislehall.bookings@gmail.com

You will receive a confirmation email as a receipt for your payment and booking. Our cancellation terms are given on the website and in our Conditions of Hire.

**Please return a signed copy of this form by email to** **roseislehall.bookings@gmail.com** **or**

**by post to Roseisle Hall, College of Roseisle, Elgin IV30 5YF**