

**BOOKING FORM & LETTING AGREEMENT BETWEEN DUNBLANE DEVELOPMENT TRUST AND THE HIRER.**

Name of Group or Individual.....

Invoice name and address.....

.....

Responsible person.....

Email address.....

Contact telephone number.....

Purpose of Let.....

.....

.....

Date of let ..... Start time and stop time.....

Is this event being organised by a not-for-profit or charitable organisation?

Yes

No

Accommodation required

Room 1

Room 2

Room 3

Committee room

Please say what other support you need, including use of kitchen

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Number of Adults expected to attend the event

Number of Young adults (under 18)

Number of children (under 12)

Where vulnerable adults and children are involved your attention is drawn to our Terms and Conditions of Hire and the need to comply with Disclosure Scotland rules.

Where we can, we allow events to have 15 minutes either side of start/stop times to set up and clear away.

Is this event to be repeated? Yes   
No

If music is to be played at your event then you undertake to comply with the rules of the Performing Rights Society and pay them any dues.

All music must stop by 11.00 pm on a Saturday and by 10.00 pm on a Sunday.

If alcohol is to be served and sold then you undertake to obtain any necessary licences.

For occasional bookings you will be invoiced for the letting fee before the event and the invoice must be paid no later than 2 weeks prior to the event.

For regular bookings you will be invoiced for the letting fee at the end of each month.

If the hirer cancels within 2 weeks of an occasional event then 50% of the hire fee will be refunded. Cancellations prior to this will incur no charge.

The hirer's attention is drawn to our Terms and Conditions for Hire of the Braeport Centre which are available from the website or from the Centre Manager.

On behalf of the above, I confirm I have read and agree to the above and that I have read and agree to the Terms and Conditions for Hire including the paragraphs on Fire and Safety.

Signature:..... Date:.....

Print Name:.....

Hire agreed by:..... (Print Name)

Signature:..... Date:.....