



Victoria Diamond Jubilee Hall

Hire Booking Form

Victoria Diamond Jubilee Hall, Hermitage Street, Evanton, Ross-shire, IV16 9YG

Group/ Individual:

Contact Person:

Address:

Post Code:

Telephone No. (home):

(Work)

E-mail Address:

Facilities Required:

Ante Room

Main Hall

Kitchen

Full Details of function / event / class:

Month	Dates	Exact Times Required	
January		From	To
February		From	To
March		From	To
April		From	To
May		From	To
June		From	To
July		From	To
August		From	To
September		From	To
October		From	To
November		From	To
December		From	To

*Booking **times to include** your preparation and dismantling of equipment

Other relevant Information:

Payment to be made at Kiltarn Community Council? (bookings under £20)

Do you wish to be invoiced on a monthly basis? (regular bookings)

If you wish to be invoiced, please provide a name and address of the person whom the invoice should be sent (if different from above)?



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Chairs:

Tables:

Other (please detail):

Numbers in your let:

Children

First Aider Present?

Adults

Insurance held?

How many adult instructors have been disclosure checked?

I confirm that my group has a current Child & Adult Protection Policy

I have read the terms of conditions of let and confirm that I will assume health & safety responsibilities for all those involved in the above let as per VDJ Halls terms and conditions.

Signature of Contact:

Position Held:

Date:

(Example) 01/01/2020

Data Protection the information you have supplied will be used for the purpose(s) for which you have provided it. Diamond Jubilee Hall will also use it to plan improvements and to meet our obligations in delivering services at the Victoria Diamond Jubilee Hall. This data will be maintained in accordance with the General Data Protection Regulation Act 2018 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.

Diamond Jubilee Hall would like to send you information about our own products and services and the benefits by post, telephone, email and SMS. If you agree to being contacted in this way, please fill in the box here.

Declaration: I agree to the use of my personal data as detailed above.

Signature: _____ **Date:** _____

Please return all completed forms to:

Kiltearn Community Council Secretary,

Victoria Diamond Jubilee Hall, Hermitage Street, Evanton, Ross-shire, IV16 9YG.

Booking Contact:

John McHardy - secretary@kiltearncc.co.uk or enquiries@diamondjubileehall.co.uk