



Victoria Diamond Jubilee Hall

B.Y.O.B Event Agreement

Premises: Victoria Diamond Jubilee Hall, Hermitage Street, Evanton, Ross-shire, IV16 9YJ

Bring Your Own Bottle (B.Y.O.B) Agreement:

I confirm that I understand and have taken all relevant actions to comply with all hall policies and procedures within within booking form, terms & conditions, health and safety, fire action plan, f.a.q.s. I also have contacted Highland Council Licensing to make sure all steps are in place for them as well. I have also obtained all licences and insurance required for this event.

Stewards:

I also confirm that I will have stewards in place during the booking for the whole event.

Named Persons

There should be a minimum of 2 paid (and trained) stewards and 4 other named persons from the organisation holding the event who have to be responsible for the supervision of the hall (main door, fire door/disabled entrance and toilets) and be on duty at all times. These 6 should include at least one male and one female. The four named persons from our organisation are:

Name	Signature

User Group Name: _____ Contact Name: _____

Date of Event: _____

Contact Address: _____

Telephone Number: _____ Mobile Number: _____

E-mail Address: _____

Position in Group: _____

Signature: _____