



Fountain Road Hall Booking Form

Name and Organisation (if applicable):	
Address:	
Postcode:	
Contact No:	Email:

	Please note all bookings will be in units of complete hours (i.e. 2-4pm or 2.30-4.30pm). We do not take half hour bookings.	Please indicate Date and times of Hire including setting up and tidying away (this allows us to ensure no overlap of bookings)
Main Hall	£15 per hour	
Small Hall	£10 per hour	
Use of the Kitchen	£10 up to 4 hours	
All of the above: Main Hall, Small Hall, and Kitchen – Full Day (up to 8 hours)	£200 (£150 – voluntary organisations)	
All of the above – Half Day (4 hours)	£100 (£75 - voluntary organisations)	
Childrens parties (please enquire if you plan to have a bouncy castle)	£35 for 3 hours	
Funeral set fee	£200	
Youth Groups	£6 per hour	
Weddings	Please call us to discuss your requirements.	

Please indicate here the purpose of the hire -

Payment can be made by BACS to: Go Golspie - Account No: 14544365. Sort Code: 80-22-60

I have read the Terms and conditions of the let and agree to abide by them.
 I agree to read the Fire Safety information, abide by Fire Safety instructions and inform all users about them.
 I confirm all health and safety requirements and (if applicable) food hygiene permits are In place.
 I confirm the appropriate safeguarding policies, insurance and Disclosure Scotland PVG scheme requirements are in place and up to date.
 I confirm any electrical equipment being used in the building has been inspected and tested if required.
 I agree to complete a Risk Assessment ahead of the activity which I understand Go Golspie may request to see.
 I agree not to enter the building out with my permitted booking time.
 I confirm any bouncy castle hire used in the building will match the required £10 million public liability insurance.
 All information is available in the Hall and on the FRH page of GG website: www.gogolspie.co.uk.

Signed	Dated
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