

# AYTOUN HALL BOOKING FORM



## Section 1 - Venue Charges (Hourly Rates)

VENUE DETAILS	VOLUNTARY/ CHARITY LET		STANDARD LET		COMMERCIAL LET	
	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak
- Aytoun Hall	£15.95	£23.80	£23.80	£28.60	£28.60	£39.80
- Institute (Ground Floor)	£7.85	£12.10	£12.10	£15.95	£15.95	£23.80
- Giral Hall (Upper Floor)	£7.85	£12.10	£12.10	£15.95	£15.95	£23.80
- Gallery	£6.35	£9.55	£9.55	£12.65	£12.65	£19.05
- Council Chambers	£6.35	£9.55	£9.55	£12.65	£12.65	£19.05
- Commercial Kitchen (deposit required)	£15.95		£23.80		£31.80	

**\*PEAK TIMES = After 5.00pm and at Weekends OFF PEAK TIMES = 9.00am - 5.00pm Monday to Friday**

## Section 2 - Booking Details

Completed booking forms for Aytoun Hall should be sent to [communityhalls@liveactive.co.uk](mailto:communityhalls@liveactive.co.uk)

Areas Required: Main Aytoun Hall with Galley Kitchen  
Institute (Ground Floor) with Galley Kitchen

Commercial Kitchen Required - please submit the following items:

Elementary Food Hygiene Certificate  
Statement of Experience \_\_\_\_\_

Giral Hall (Upper Floor)

Council Chambers

Gallery

Purpose of let: \_\_\_\_\_

**Single Booking** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Regular Booking** - Please complete details below, allowing for any holiday breaks. If booking more than one regular day, please complete a separate booking form.

Day: \_\_\_\_\_ Time: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Exception Dates: (i.e. holidays) \_\_\_\_\_

**Non Regular Booking** - Please list dates and times required

Date	Times	Date	Times	Date	Times

How many people will be in attendance: \_\_\_\_\_

Will your let require music to be played - If yes please provide details: \_\_\_\_\_

Will your let involve the consumption of alcohol: \_\_\_\_\_  
(If yes please refer to the Conditions of Let for additional charge(s) and legal requirements)

Please detail any specific requests or additional information which we may require. It may also help to provide details of the layout plan you require. \_\_\_\_\_

## Section 3 - Hirer Details

Club/Organisation: \_\_\_\_\_

Name & Address of Hirer: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile No \_\_\_\_\_ Alternative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Invoice Address: \_\_\_\_\_  
(if different from above) \_\_\_\_\_ Postcode: \_\_\_\_\_

Responsible Person: \_\_\_\_\_  
(person must be on site at all times)

Not for profit association: Yes No Charity Number: \_\_\_\_\_

Preferred Method of Confirmation: Email Text Letter

## Section 4 - Insurance

Public Liability Insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building.

Please refer to conditions of let, Section 1.5 for more information. If your booking involves coaching/teaching/instruction or equivalent you must submit a copy of your insurance certificate.

If you are unsure if your booking requires insurance please contact your insurance company or the number below.

## Section 5 - Declaration

I agree to be bound by the Conditions of Let and Hire Charges Schedule issued to me and agree that the delivery of the Confirmation of Let will be binding acceptance of this booking.

### Data Protection Act

The information provided by you on this form, will only be used for the purposes of the booking. We are committed to complying with the General Data Protection Regulation and the Data Protection Act 2018. For further information on how we process personal data, please see our privacy policy available on our website.

Declaration: I authorise the use of my personal information for the above stated purpose.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Our Data Promise

Live Active Leisure take your privacy seriously. We collect personal data when you register with us and will only use your personal data to administer your account or provide important information our products and services.

However, from time to time we would like to contact you with information of new classes, special offers, Live Active events and more. If you agree to being contacted in this way, please tick the relevant boxes:

Post                      Email                      Phone                      SMS                      Social

We promise that we will never share your details for marketing purposes with any third parties. For more information explaining how we use your information please see our privacy policy available on our website.

## Official Use

Please note: Additional costs may be incurred for cleaning, equipment handling etc. Please refer to the Conditions of Let for further information.

Membership ID: \_\_\_\_\_ Booking Reference No: \_\_\_\_\_

Confirmation sent: \_\_\_\_/\_\_\_\_/\_\_\_\_ Invoice Sent: \_\_\_\_/\_\_\_\_/\_\_\_\_