



**Middleton Village Community Hall  
North Middleton  
Midlothian, Scotland**

**Booking form – Conditions of hire**

|                         |  |
|-------------------------|--|
| Name                    |  |
| Address                 |  |
| Best Contact Tel Number |  |
| Email Address           |  |

|  |  |
|--|--|
| Function Type e.g. 40 <sup>th</sup> birthday party, kid's party, wedding |  |
|--|--|

\*\*\*Hall hire time should be TOTAL hire time including entry and cleaning up

\*\*If Bar required and less than 50 people; £30 will be applied to help cover costs

|                          |                          |
|--------------------------|--------------------------|
| Date of hire:            | How many people?         |
| Start Time:              | Finish Time:             |
| Bar Required**: YES / NO | Stage Required: YES / NO |

|  |        |
|--|--------|
| Kitchen use required eg oven, dishwasher etc | YES/NO |
|--|--------|

**At the time of signing this form I agree to pay £50 deposit in advance**

**Booking Conditions:**

- All waste to be removed and placed in outside bins
- All tables and chairs cleared away (tables should be wiped down)
- Toilets to be left tidy (used nappies placed in outside bin)
- Any damages/breakages reported to a committee member
  - If using the kitchen this should be left as found, ovens should be clear of spillages
- Hall left generally clean and tidy as at time of entry any spillages wiped up

\*\*\*ALL stipulations must be met by 11am the day after the event

**I confirm booking of the village hall & agree to all conditions above in the contract of hire**

|                   |                     |
|-------------------|---------------------|
| <b>Signature:</b> | <b>Approved by:</b> |
| <b>Date:</b>      | <b>Date:</b>        |

Please return form to Carrie Bennett, 1 Guildie Howes Road, North Middleton, EH23 4QR or EMAIL to [info@middletonvillagehall.com](mailto:info@middletonvillagehall.com) and attach signed form. Payments should preferably be bank transfer or cheque, payable to Middleton Village Hall – booking will be confirmed on receipt of deposit and completed booking form