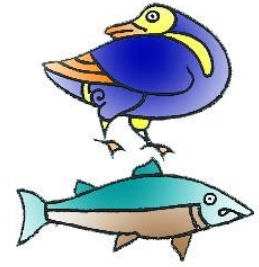


# Roseisle Hall

## Application for Commercial Hire



(PLEASE USE BLOCK CAPITALS)

Responsible person:			
Organisation:			
Address:			
Telephone:		Mobile contact for the day of hire:	
Email:			

### Purpose of Hiring

### Period of Hire

Date Or, Ongoing regular hire <input type="checkbox"/>	Time(s).
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- I/we have read and understood the Conditions of Hire and agree to abide by them.
- I/we will provide a copy of my:
  - Public liability insurance
  - First Aid Qualification (if required)
- I/we have read the fire plan for the hall.
- I/we will give to the hall committee a risk assessment for any hazardous activities (including bouncy castles) before the hire takes place. I/we understand and will ensure that bouncy castles will not be used inside the hall.
- I/we will ensure that there will a parking attendant in place at events where more than 10 cars will be in attendance and that I have read the parking risk assessment.
- I/we will ensure that all electrical equipment I use of my own is PAT tested and clearly marked as such.
- I/we will ensure that when washing floors or cleaning up spillage the “wet floor” sign will be used.
- I/we agree that no candles will be used at any time during hire of hall.
- I/we agree that if using the BBQ a bucket of cold water will be kept adjacent to BBQ
- I/we are aware that the hall committee will securely keep the information I provide for 5 years and will dispose of it securely after this time.

Signature ..... Date .....

**Payment of the full amount will be required one month prior to hire date.**

**Regular hires will be invoiced at the beginning of each month.**

We prefer payment by BACS to

Roseisle Hall, Co op bank, Sort Code: 08 92 99, Account no: 67240010 Ref: date of hire

If this is not possible, please contact us to arrange payment on [roseislehall.bookings@gmail.com](mailto:roseislehall.bookings@gmail.com)

You will receive a confirmation email as a receipt for your payment and booking. Our cancellation terms are given on the website and in our Conditions of Hire.

**Please return a signed copy of this form by email to [roseislehall.bookings@gmail.com](mailto:roseislehall.bookings@gmail.com) or by post to Roseisle Hall, College of Roseisle, Elgin IV30 5YF**