



VENUE HIRE AGREEMENT & BOOKING FORM

The Old Schoolhouse, 70 Carlisle Road

Abington, South Lanarkshire

Email: abingtonosh@gmail.com | Phone: 01864501566

1. HIRER DETAILS

- **Organization / Business Name:**

- **Contact Person:**

- **Address:**

- **Postcode:** _____

- **Phone Number:** _____

Email: _____

2. BOOKING DETAILS

Please tick the space(s) you wish to hire:

- ☐ **Community Room** (Cafe Style, max 30 people)
- ☐ **Meeting Room** (Boardroom Style, max 10 people)
- ☐ **Fitness Studio** (Max 14 people)
- ☐ **Outdoor Area** (Max 100 people)
- **Purpose of Hire (e.g., Yoga Class, Business Meeting):**

- **Date(s) Required:**

- **Access Start Time (including setup):** _____ **Vacate Time (including cleanup):** _____

- **Frequency:** ☐ One-off | ☐ Weekly | ☐ Monthly
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3. FEES & PAYMENT TERMS

- **Hourly / Day Rate:** £_____ per hour / day
- **Total Hire Fee:** £_____
- **Refundable Security Deposit:** £_____ (Required for one-off/large events)

- **Payment Method:** Bank Transfer Only (No cash accepted).
 - *Account Name:*The Old Schoolhouse | *Sort Code:* 08-92-99 | *Account:* 67261743
 - **Payment Due Date:** Full payment must be cleared 7 days prior to the booking date.
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4. MANDATORY HIRER REQUIREMENTS

To validate this booking, commercial and public event organizers must provide copies of the following documents alongside this form:

1. **Public Liability Insurance (PLI):** Minimum £5,000,000 indemnity limit required.
 2. **Risk Assessment:** A brief document outlining safety controls for your specific activity.
 3. **Relevant Licences:** If you are selling alcohol or playing copyrighted music, you must provide proof of your Temporary Licence from South Lanarkshire Council.
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5. CORE TERMS & CONDITIONS OF HIRE

By signing this agreement, the Hirer agrees to the following strict operational rules:

- **Self-Cleaning Policy:** The venue operates a strict "leave it as you found it" policy. All surfaces must be wiped down, floors swept, and spaces left tidy.
 - **Waste Disposal:** The Hirer **must remove all trash and waste from the premises.** Do not use the building's domestic bins for event waste.
 - **Damages:** Any damage to the building, fixtures, fittings, or equipment during the hire period will be billed directly to the Hirer or deducted from the security deposit.
 - **Noise and Community:** Noise levels must be kept reasonable. Events must conclude and the premises must be vacated by 11:00 PM unless otherwise agreed in writing.
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6. DECLARATION & SIGNATURE

I confirm that I am over 18 years of age and that I have read, understood, and agree to abide by the Old Schoolhouse Terms and Conditions of Hire.

- **Hirer Signature:** _____
 - **Print Name:** _____
 - **Date:** _____
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For Office Use Only:

- ☐ Booking Confirmed | ☐ Payment Received | ☐ PLI Verified | ☐ Key Code Issued*