



# The Carnegie Hall

## Clashmore, Dornoch

### Booking Form

#### Options & Prices

- **Short & Part Hire** - Please contact [clashmorehall@gmail.com](mailto:clashmorehall@gmail.com) to discuss your needs if you would like to book the Hall or part of it for a small event such as a meeting for half a day or less.
- **Day Rate** - For parties, events and activities requiring the use of the whole building for a day (a 24 hour period, usually 10.00am to 10.00am), the cost is £350 plus a £250 refundable "good housekeeping" deposit\*.
- **24 Hours Plus** - For longer events, especially those requiring more set-up and clean-up time, and for **ALL weddings**, the Hall must be hired for 3 days (eg from 9.00am on a Friday until 9.00am on Monday). The cost is £900 plus a £250 refundable "good housekeeping" deposit\*.
- **Regular Bookings** - Special rates are available for regular/repeat bookings.

\* See Terms and Conditions for information on the good housekeeping deposit

#### To Make A Booking

Please complete and return this form to **Michael Heming, Greenacre, Clashmore, Dornoch IV25 3RG**

Name	
Address	
E-mail	
Phone number	
Date(s) of event	
Type of event	
Special requests	

#### Payment

Please Note: By making a booking you are agreeing to accept our terms and conditions.

Please enclose two cheques made payable to "Carnegie Hall", one for the booking fee, which will be cashed, and the other for the Good Housekeeping Deposit, post-dated to the day of your event. This will not be cashed if the Hall is left in a clean and tidy condition and there is no damage/breakages.

Your booking is not confirmed until full payment has been received.

I enclose a cheque for £.....

Signed
Date

# The Carnegie Hall, Clashmore, Dornoch

## Terms and Conditions

### 1. KEYS

The hirer - the person named on the Booking Form - is responsible for collecting and returning the Hall keys at the agreed time from the person named on the booking form.

### 2. HIRER'S OBLIGATIONS

The hirer is responsible for inspecting the Hall on receipt of the keys and for bringing any problems or issues to the attention of the Hall Committee so that they can be rectified. Any issues not notified at this time will not be considered subsequently.

### 3. GOOD HOUSEKEEPING DEPOSIT

A refundable "good housekeeping" deposit of £150 is required at the time of booking.

The Hall must be left in the same clean and tidy condition it was in at the start of the hire period and all furniture must be left in its original position.

In the event of the Hall being left in a dirty or untidy condition, the Hall Committee reserves the right to withhold as much of the Good Housekeeping Deposit as is necessary to rectify matters.

Any damage or breakages to the Hall or its contents must be notified immediately. The hirer is liable for all repair and replacement costs.

### 4. CANDLES ETC

Candles, flammable material and fireworks must not be used in the Hall.

### 5. RUBBISH

All rubbish must be separated into general and recyclable waste and put in the correct wheelie bins at the side of the Hall – blue = recyclable. Glass **MUST** be removed - bottle banks in Dornoch and Tain. Any rubbish that does not fit into the wheelie bins must be removed by the hirer.

### 6. OCCUPANCY

The total number of people occupying the Hall must not exceed 180.

### 7. NO SMOKING POLICY

Smoking is not permitted inside the Hall.

A cigarette bin is provided outside the front door and all discarded cigarette ends must be cleared up by the hirer.

### 8. ELECTRICITY AND HEATING.

Reasonable use of electricity and heating are included in the hire cost. The Hall Committee reserves the right to make deductions from the deposit if use has been excessive. Please make sure the heating and lights are switched off at the end of the hire period.

The Hall Committee cannot be held responsible for power cuts - and note that the Hall has no back-up generator.

The use of electrical or other equipment not belonging to the Hall must be agreed prior to hire.

### 9. FURNITURE AND EQUIPMENT.

No furniture, kitchenware or any other items belonging to the Hall may be removed from the building.

Chairs must be stacked no more than three high for the safety of all Hall users and the stacks left along the walls.

### 10. WALLS AND PAINTED SURFACES.

Nothing may be attached to the walls or painted surfaces.

### 11. CANCELLATION

If the booking is cancelled more than 30 days in advance of the event the hirer is entitled to a full refund of both the booking fee and the good housekeeping deposit.

If the booking is cancelled 30 days or less in advance of the event the hirer is entitled to the return of the good housekeeping deposit only.

