

Green Tree Arts Studio Booking Form

Please do not send in forms before contacting us to discuss availability. Fill in the booking form below with all your requirements and either post to:
The School House, Ferness. Nairn. IV125UP or email to contact
@greentreeartsstudio.co.uk



Bookings will be confirmed by email when your form has been received.

Name:		Contact number		
		E-mail address		
Organisation or Group:		Address:		
Position in Organisation:				
Date(s) Required: (continue overleaf if necessary)				
		Will this be a regular booking Yes / No		
		Is this a one off booking event: Yes / No		
What is the activity or event you wish to use Green Tree Arts Studio for:		Time required: Entry and exit times are strict. Please make sure you book enough time for setting up and clearing away.		
Room required:		From	To	Notes
Exhibition space (with Kitchen facilities)				
Workshop room (with Kitchen)				
Studio space				
Equipment/furniture required (Please see details on website or discuss directly with project Manager)				
Additional Information:				
.				

Payments:

- Weekend/Weeklong bookings 50% deposit.
- For regular bookings a monthly invoice will be sent, payable within 14 days.
- Cancellation fee if less than 48 hours before booking, full amount required. If less than a week 50% of booking fee required. Less than a month 25%. Anything above this then a full refund will be given.

Cheques should be made payable to Green Tree Arts Studio and sent to the following address along with the booking form.

LETTING AGREEMENT: For room/studio hire at Green Tree Arts Studio

- During the period of hire, full responsibility for any damage to the Centre and Centre property rests on the Hirer. The Hirer is obliged to inform the Project Manager of any damage caused and meet the costs incurred.
- Booking times must be adhered to. The Hirer/Responsible Person must be on the premises from commencement of the let until all persons have left the premises at the end of the let.
- It is the Hirer's responsibility to leave the Centre in as clean and orderly a state as it was when handed over. **(Nothing whatsoever must be fixed to any walls of the centre.)**
- Green Tree Arts Studios cannot be held responsible for loss of or damage to any property brought on to the premises by the Hirer.
- The Hirer must insure any equipment brought onto the premises and must inform the Project Manager that it is on the premises.
- Electrical equipment more than one year old must have a Portable Appliance Test Certificate (P.A.T. test)
- Green Tree Arts Studio strongly recommends that for the protection of group members hiring this facility, the group has Public Liability Insurance to cover third party injury and property loss or damage.
- We do not have a liquor license. Please arrange your own.
- All regular activities involving children must have a Child/Young Person/Protected Adult Policy:
 - Is your organisation providing a service or activities for children, young people and/or protected adults? (Please answer Yes or No)
 - If Yes, does your organisation have a Child/Protected Adult Policy in place?
(Please answer Yes or No)

Signed :

Name:
Please print name clearly

Date:

By signing this Letting Agreement, the Hirer agrees to abide by the conditions as above, and as per the full Terms and Conditions document.