



# Victoria Diamond Jubilee Hall

## B.Y.O.B Event Agreement

**Premises: Victoria Diamond Jubilee Hall, Hermitage Street, Evanton, Ross-shire, IV16 9YJ**

### Bring Your Own Bottle (B.Y.O.B) Agreement:

I confirm that I understand and have taken all relevant actions to comply with all hall policies and procedures within within booking form, terms & conditions, health and safety, fire action plan, f.a.q.s. I also have contacted Highland Council Licensing to make sure all steps are in place for them as well. I have also obtained all licences and insurance required for this event.

### Stewards:

I also confirm that I will have stewards in place during the booking for the whole event.

### Named Persons

There should be a minimum of 2 paid (and trained) stewards and 4 other named persons from the organisation holding the event who have to be responsible for the supervision of the hall (main door, fire door/disabled entrance and toilets) and be on duty at all times. These 6 should include at least one male and one female. The four named persons from our organisation are:

Name	Signature

User Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Position in Group: \_\_\_\_\_

Signature: \_\_\_\_\_