

PREMISES BOOKING FORM FOR SCOUT HALL

Organisation:

Cond of hire ref No:

Position/Office:

Name:

Phone:

Address:

Booking Requirements	Please tick box as appropriate			
Scout Hall				

Special requirements: xxx

When Required

First Date	Last Date	Start time	End Time	Total Hours

Hire fees for this booking

Total hours	Rate £.p	Total £.p	
	TOTAL		Hire only

1. ALL PRICES ARE SUBJECT TO REVISION AT THE DISCRETION OF THE ACC MANAGEMENT COMMITTEE
2. CLIENTS ARE RESPONSIBLE TO CLEAR THERE OWN RUBBISH AND RE-CYCLE THEIR BOTTLES
3. PLEASE ENSURE THAT THE PREMISES ARE VACATED AT THE END OF THE HIRE PERIOD
4. THE PREMISES MUST BE LEFT CLEAN NEAT AND TIDY

<p><u>CANCELLATION (Para 8a, Standard Conditions of Hire)</u> If the hirer wishes to cancel the booking before the date then charges will be applied as per the Standard Conditions of Hire, which are currently: <i>More than 90 days prior - Full Refund payable</i> <i>89 - 60 days prior - 50% of hire charges are payable</i> <i>59 - 31 days prior - 75% of hire charges are payable</i> <i>Less than 30 days - 100% of hire charges are payable</i></p>	<p><u>PAYMENT (Para 7a, Standard Conditions of Hire)</u> Full payment due 28 days in advance of booking. Please pay by BACs transfer - our preferred method of payment: Ref. Ashington Community Centre Trust, sort code 30-99-93, account number 01697394. Please mark your payment carefully AND SAY Scout Hall so it can be credited to the right account. <i>(Cheques should be made payable to Ashington Community Centre)</i></p>
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<p>Signature Date..... on behalf of The Ashington Scouts</p>	<p>Signature Date: Signed by or on behalf of the hirer</p>
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