



Scout Centre Booking Application Form

Please note that no booking is secured until the £25 deposit and booking form has been received.

Applicant name:
(the person responsible for the booking)

Organisation name (if applicable):

Address of the applicant:

Home phone:

Mobile phone:
(for the day of the event)

Email address:
(Correspondence regarding your booking will be sent here)

Contact details of the person supervising the booking (if different than above):

Description of the proposed activity (including age range of people the event is intended for and approximate number of people attending):

Date required:

Times required:

Room required:
(Please CIRCLE the room you require)

Main Hall: 12.50m x 5.80m (41ft x 19ft) or Community Room: 3.2m by 3.0m (10' 6" x 9' 10")

I have read and accept the Conditions for use of the Scout Centre premises (a copy can be found on our website) and accept that it is my responsibility to take reasonable care to ensure all activities are conducted in a safe manner.

I also understand that it is my responsibility to ensure all rubbish is removed from the premises at the end of my booking. There are no waste facilities at the Centre.

I have made a bank transfer for £25 security deposit (this will be refunded by cheque once the booking has finished, subject to the Centre being left as it was found). An invoice will follow for the balance of the booking once the deposit and booking form have been received.

Please use your surname for the bank transfer reference and transfer to Santander Bank Account 19209707, sort code 09-01-52.

Please note the charges are as follows: £10 per hour for the hall and £7.50 per hour for the community room. **Please note that the charges are in addition to the £25 deposit, not inclusive.**

Signed:	Date:
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Please note that we are unable to confirm any bookings until receipt of this signed form and deposit.

The hall will be unlocked for you 15 minutes prior to your booking. In the event that no one can unlock the hall you will be asked to collect keys 15 minutes prior to your booking. This will be notified to you in advance of your booking along with the address to collect keys from.

The hall will be locked 15 minutes after your booking ends. Please allow time to clean up and ensure that all rubbish is taken with you and the hall left clean and tidy.

In the event of a problem with the hall on the day please call 07824 468614.

Once you have transferred your deposit please return a copy of this form to bookings@5thcolchesterscoutgroup.org.uk or post to Ritchie Hicks, 2 Merton Court, Holt Drive, Colchester, CO2 0BN.