

BOOKING FORM – SINGLE EVENT

1. HIRER'S DETAILS	
Name (Must be at least 18 years of age)	
On behalf of (If applicable)	
Address	
Phone	
Mobile	
e-mail	

2. HIRE PERIOD	
Date of Event	
Start Time	am / pm
Finish Time	am / pm
Please refer to the Standard Terms and Conditions regarding set up and take down allowances.	

3. EVENT DETAILS	
Description of Event	
Maximum number of people on the premises at any one time.	
Will you be selling alcohol (this includes alcohol included in the ticket price)?	Yes / No

4. CHARGES	
Period of hire	hours
Hire charge per hour	£
Additional Security Deposit if applicable This will be refunded after the event provided ... <ul style="list-style-type: none"> there was no damage to the premises or contents, there was no breach of the Standard Terms and Conditions of Hire, the total hire charge has been paid in full.	£
Total hire charge Your booking is not confirmed until your booking form and payment is received.	£

I confirm that ...

- ✓ The above details are correct and complete.
- ✓ I have been given a copy of the "Standard Terms and Conditions of Hire", published January 2019, and agree to abide by them.
- ✓ I will pay the charges shown above.
- ✓ I will obtain whatever licences are required for the event.

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signed by the hirer

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date

The completed booking form should be returned by email to Catherine Catchpole at: scouthutbrenchley@gmail.com

Your booking is not confirmed until your booking form and payment are received.

Preferred payment by online bank transfer to:

Sort code 40 36 35,

Account No 21110217.

Reference: The name/organisation of the Hirer.

Please send payment confirmation to the above email address.

Cheques may be made payable to "1st Brenchley & Matfield Scout Group".