



Epsom (St Martin's) Scouts and Guides Hall
Hall Booking Form



Hirer Details

Name of Organisation	
Contact Name and Address:	
Phone Number(s)	
Email	

Function Details

Date Required	
Nature of the Function (note we do not accept any bookings after 11pm or parties for adults or children above 11 years of age or disco parties)	
Start and End Time You should include time for setting up and clearing away.	
Any Special Requirements	
How did you hear about us?	
Agreed Price minimum price is £60.00 for up to 3 hours plus £16.00 per hour afterwards	
Payment Details (in advance)	Total payment to be made within 5 days of confirmation of booking and price or immediately if booking is within two weeks . Payment can be made by cheque or preferably bank transfer using the details below:- <p style="margin-left: 40px;">Account Name: Epsom St Martins Scouts & Guides HQ Sort Code: 30-93-08 Account No: 00172733</p> If paying by bank transfer, please include your name and booking date on the reference.

Hirer Signature: _____

Date: _____

By signing this form I agree to observe the conditions of Hire outlined in the Hiring Agreement and Standard Conditions of Hire document available from the web site <http://www.3rdepsom.org.uk/hall>

Booking Secretary

Signature: _____

Date: _____