

Hirer Details

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

Function Details

Building <i>(Delete as appropriate)</i>	Hall / Forge
Date Required	
Nature of the Function <i>(Please see our Booking Conditions for information on type of functions allowed)</i>	
Start and End Time <i>You should include time for setting up and clearing away.</i>	
Any Special Requirements	
How did you hear about us?	
Agreed Price Hall: Minimum price is £85.00 for up to 3 hours plus £25.00 per hour afterwards. Forge: Minimum price is £40.00 for up to 3 hours plus £12.50 per hour afterwards	
Payment Details (in advance)	<p>Total payment to be made within 5 days of confirmation of booking and price or immediately if booking is within two weeks. Payment to be made by bank transfer using the details below:-</p> <p>Account Name: Epsom St Martins Scouts & Guides HQ Sort Code: 30-93-08 Account No: 00172733</p> <p>Please include your name and booking date on the reference.</p>

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: _____