

Hirer Details

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

Function Details

Date Required	
Nature of the Function	
Start and End Time <i>You should include time for setting up and clearing away.</i>	
Any Special Requirements	
Agreed Price Current standard rate is £12-50 per hour (£14.00 from 1 st Sept 2016)	
Payment Details (in advance)	<p>Total payment to be made following confirmation of booking and price and at least two weeks in advance. Payment can be made by cheque or preferably 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>If paying by bank transfer, 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:** _____