**Claines Scouts and Guide Group**

**Hall Hire Booking Form (Sept 2020)**

**IMPORTANT: In applying to book the hall you certify that you have been provided with the “Hall Hire Terms and Conditions” and our operating procedures and instructions, that you have read and fully understood them, and agree to everything contained within. If you are acting for a group, club, society, association or organisation you confirm that you have authority on to agree to our terms and conditions on their behalf.**

**IMPORTANT: It is imperative that you follow the legal requirements relating to Corona virus as well as our additional operating procedures / instructions**

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| **Hirer Name:** | **Hirer Group:** (if applicable) |
| **Hirer Address:** | **Contact Number(s)** |
| **Dates and times requested**  Preferred date and time:  Alternative date and time: | **Area of the facilities you wish to use:**  Main Hall, Entrance Hall, and Toilets (Yes / No)  Use of Kitchen and facilities (Yes / No)  Upstairs Room (Yes / No)  Side Room (Yes / No) |
| **Purpose for hiring the facilities** | **What you intend to do at the facilities** |
| **Number of persons using the facilities**   * If you are unsure please indicate a range * You must keep details of those attending for Corona Virus (CV19) track and trace requirements | **Details of other parties / suppliers who may be present**  For example, children’s entertainers |
| **Special Requests:** | **Additional Terms and Conditions imposed by us** (if required) |

Signed: Date:

Print Name:

Signed: Date:

Print Name: