

5th Colchester Scout Group Scout Centre

Booking Application Form

Please complete and return to: Beryl Cox, 43 Queen Elizabeth Way, Colchester CO2 8QP
(01206 564153)

Name of organisation (if applicable):

Name, address and telephone number of the person responsible for the booking:

Name, address and telephone number of person supervising the activity (if different from the person responsible for the booking)

Mobile phone number (for contact on the day / during the event):

Description of the proposed activity (including age range of people the event is intended for, and approximate number of people attending):

Date and time required: (please allow time for setting up/clearing away)

Room(s) required:

*Main Hall: 12.50m x 5.80m. (41ft x 19ft) *Community Room: 3.2m by 3.0m (10' 6" x 9' 10")

*Delete as necessary

I have read and accept the Conditions for use of the Scout Centre premises (copy supplied with this form) and accept that it is my responsibility to take reasonable care to ensure all activities are conducted in a safe manner. I enclose £25 as a security deposit, (cheques should be payable to the 5th Colchester Scout Group).

Signed

Date

Confirmation of booking (to be completed by booking officer)

I confirm on behalf of the Scout Centre Steering Group that the booking is accepted, subject to the booking conditions being signed and the payment of the agreed fee.

You will be able to collect the keys from me at the above address 15 minutes before your booking begins.

Total agreed: £

Signed

Date

Please note the charges are as follows: £10 per hour for the hall and £7.50 per hour for the community room. Please make cheques payable to the 5th Colchester Scout Group.