



Girlguiding Rustington District

Hire of Hall for Children's Parties

Name:					
Address:					
Tel no(s):		Mobile:			
Email:					
Date(s) required		2 hrs from:		to:	

(Plus 1 hour free for preparation and clearing up)

This booking is for use of the Hall, Kitchen and Toilet Facilities. It does **NOT** give access to the locked Office.

NOTE: A refundable deposit of £40.00 to be paid at time of booking
 Please supply a stamped addressed envelope for return of deposit

The Charge for this hire is: £ 25.00

Payable at least 7 days before date of hire
 Cheque payable to **RDG Hall Management Committee**

- The keys are obtainable from the Booking Secretary (Address below) and must be returned on the day of hire.
- The premises are to be left clean and tidy.
- Please ensure that all lights, particularly in the toilets, are turned off when you leave and that all windows and doors are shut and secure.
- **No tea towels will be provided - hirer to bring their own.**
- **All rubbish must be taken away.**
- The concrete to the rear and side of the hall is provided as an emergency escape route, it must not be used as an activity area.
- **Noise:** Please be considerate to our neighbours.

THE HIRER IS RESPONSIBLE FOR ALL BREAKAGES, DAMAGE ETC TO THE BUILDING AND ITS CONTENTS

These are to be reported no later than when returning the keys.

The Hall Management Committee will make every effort to keep the hall in a satisfactory condition for hire but cannot, in extenuating circumstances, be held responsible if a hire needs to be cancelled

You may want to take out private insurance to cover damage to persons or property.

Booking Secretary:

Mrs Karen Lawrence
11 Mill Lane
Rustington
West Sussex
BN16 3ED

Tel: 01903 771554

Email: rustingtonguidehallbookings@outlook.com