



Girlguiding Rustington District Hall

General Hire

Organisation:				
Name of Hirer:				
Address:				
Tel nos:		Mobile:		
Email:				
Purpose of Hire:				
Date(s) required	From:		to:	
Time required	From:		to:	

A returnable deposit of £50.00 to be paid at time of booking

The Charge for this hire is £

Payable at least 7 days before date of hire, to **RDG Hall Management Committee**.

This booking is for use of the Hall, Kitchen and Toilet facilities. It does **Not** give access to the office and the equipment therein. Use of this equipment will incur an extra charge. And prior arrangements made with the 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, especially the kitchen and toilets.
- 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.
- Please ensure that the entrance barrier from the car park to the hall is kept padlocked and only unlocked for a vehicle to go through and then relocked.

THE HIRER IS RESPONSIBLE FOR ALL BREAKAGE'S DAMAGE ETC, TO THE BUILDING AND CONTENTS
These are to be reported no later than when returning the keys

All booking applications to be confirmed by the Hall Management Committee

For non guiding events you may wish 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