



Girlguiding Rustington District Hall

Brownie & Guide Residentials
Booking Form

Unit:		District:	
Division:		County:	
Name of Leader in Charge:			
Address:			
Tel nos:		Mobile:	
Email:			
Date(s) required	From:		to:

Each booking starts at 2pm on the first day of hire and finishes at 12 noon on the last day of hire. Times other than these can only be arranged if there is not another booking either before or after.

A returnable deposit of £25.00 to be paid at time of booking

The charge for this hire is: £

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.
- Please ensure that the entrance barrier from the car park to the hall is padlocked at all times and only unlocked for a vehicle to go through and then relocked.

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

These must be reported no later than when returning the keys.

All applications to be confirmed by the Management Committee

For non-guiding events you may want to take out private insurance to cover damage to persons and/or property.

Booking Secretary:

Mrs Karen Lawrence
11 Mill Lane
Rustington
BN16 3ED

Tel: 01903 771554

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