

Usage Request Form



To request a date for using the Scout Headquarters, please complete this form and email or post, details below.

CONFIRMATION WILL BE SENT WITH FULL COST IF DATE IS AVAILBLE.

Name of User _____

Reason _____

Address _____

Start _____

Finish _____ (10:00pm curfew)

Date required _____

Tel No: (_____) _____

Email _____@_____

Date; _____

Signature: _____

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS

DO NOT SEND PAYMENT UNTIL DATE HAS BEEN CONFIRMED

Do you require Table cloths Y / N Beakers / Plates Y / N CHARGE EXTRA

1. All bookings must be REQUESTED at least **four weeks** before date required.
2. Time booked is to include setting up and clearing away
3. All rubbish must be bagged and removed by user
4. No more than 40 persons to occupy the premises
5. Premises must be ready for lock up at 10 pm
6. Use of premises is limited to 5 hours
7. The Committee reserve the right to terminate the use if Terms are not adhered to, without any refund
8. Premises must be left clean and tidy. No refund will be given if left untidy

Please

Room Booking 7th Dudley Scout Group C/o 118 Dudley Road East Oldbury West Midlands B69 3EB

Email: info@7thdudleyscoutgroup.co.uk

<https://7thdudleyscoutgroup.co.uk>

Mobile: 07794 367 132