

Function Hire of St. Edmund's Scout & Guide Hall Booking Form.

I/We .....name of Hirer(s)

Of.....home address

Land line telephone and Mobile contact numbers.....

Email address.....

wish to hire the Scout & Guide Headquarters Building, Lidgett Park Road, Roundhay, Leeds from.....to .....on .....(day of week)... .....date  
(Please note that setting up, decorating & clearing away time must be included in your total hire period)

I/We enclose hire fee of £.....

(Standard children's party 3 hour session: £48 plus £8.00 per extra 30 minutes)

(Please make cheques payable to "St Edmund's S&G P.A." and send to Mr. Peter Marles 16 Thorn Lane, Roundhay, Leeds LS8 1NN. (Post-dated cheques not acceptable)

**(A returnable damage repair/cleaning bond of £50 is required for all hire after 7pm. Latest hire, 9pm)**

Bank Transfer Details: HSBC Bank: St Edmund's Scout & Guide Parents' Association:

Sort Code 40:27:14 Account Number 61532987

**Information, Safety Notices, Terms and Conditions.**

The heating will have been turned on before your arrival.

The main hall measures approximately 19.5 metres long x 7.5 metres wide, enough for a bouncy castle.

Children are not to be allowed in the kitchen without adult supervision.

The safety and welfare of all persons, in particular small children using the premises are the responsibility of the hirer.

**No consumption of alcohol or smoking to be allowed on the premises.**

**Hirer's rubbish is to be taken away on conclusion of the function.**

The premises are to be left as clean and tidy as you would hope to find them.

All lights to be switched off, premises securely locked and taps turned off.

It is understood that the car park is for the use of the entire church campus and that parking places cannot be guaranteed.

It is understood that the main purpose of the building is as a Scout and Guide Headquarters and the condition of the premises is accepted on that basis.

For SatNav users, the postcode of the Hall is LS8 1JN

Keys will be collected from, and returned **without delay** to the key holder's address by the hirer (unless otherwise agreed) and will remain securely in the hirer's personal possession during the period of hire. We hope you enjoy your function!!

Signed:.....

(In signing this form you are confirming that you are an adult and competent to enter into the implied contract terms)

Peter Marles  
16 Thorn Lane  
Roundhay, Leeds  
LS8 1NN  
0113 293 1510

Enquiries: [stedroundhaysgpa@virginmedia.com](mailto:stedroundhaysgpa@virginmedia.com)  
Website: [www.scoutandguidehall.roundhay.org.uk](http://www.scoutandguidehall.roundhay.org.uk)

<b>Office Use Only</b>	
Date Received	
Amount Received	£
Entered System	
Confirmed with hirer	
Received by Treasurer	