

# Wrexham District Scout Headquarters Hire Booking Form



Please complete the form and return one copy to the Bookings Secretary with the agreed payment to confirm the booking

1. Wrexham District Scout Council Executive Committee	
Authorised representative:	Tony Pattinson
Telephone:	07305 759014
Email:	districthq@wrexhamscouts.org.uk
2. Hirer	
Name:	
Organisation (if applicable)	
Address:	
	Postcode:
Telephone:	
Email:	

**Please note: person signing must be over the age of 18 and present at the event**

3. Premises	
Address:	Wrexham District Scout Headquarters Station Approach Wrexham LL11 2AA
4. Hire Period	
Date(s):	
Start time:	Please include time to set up and clear away afterwards.
End time:	

5. Purpose of Hiring			
Room(s) to be booked: (Tick as appropriate)	Hall & Kitchen	Downstairs Meeting Room	Upstairs Meeting Room
Type of event:			
6. Fees			
Hiring Fee	£                      per session		
Accepted Payment types	Cheques payable to 'Wrexham District Scout Council' BACs to Sort code: 554182 Account: 08130728 Ref: Your name/ company name		

The Hirer agrees with the Executive Committee to be present during the hiring and to ensure compliance with the attached 'Hire Agreement' which forms part of the terms of the HQ Hiring Agreement. If the Hirer is in any doubt as to the meaning of the attached conditions, the Booking Secretary should be consulted immediately.

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I have read, understood and agree to with the Hire Agreement attached. I confirm the details are correct and that I am 18 years of age or above.

SIGNED by the person named in section 2 above on behalf of the Organisation named above.

\_\_\_\_\_ Date: \_\_\_\_\_

SIGNED by the person named in section 1 above on behalf of the Wrexham District Scout Executive Committee.

\_\_\_\_\_ Date: \_\_\_\_\_

The hire charges are reviewed annually at the beginning of the financial year in April and therefore may be subject to change.

DATA PROTECTION: These details will be stored up until and for the duration of the booking as per our PRIVACY POLICY which can be viewed on our website [wrexhamscouts.org.uk](http://wrexhamscouts.org.uk)