



Ravenscroft Guide & Community Centre
General Booking Form
(Non-overnight)



- ❖ Full Name of Hirer : _____
- ❖ Full Name of Group/Organisation : _____
- ❖ Correspondence Address: _____

 _____ Post Code : _____
- ❖ Telephone No: _____ Mobile No: _____
- ❖ Email Address: _____
- ❖ Required Booking Date/s : _____
- ❖ Required Times of Usage & Access : FROM _____ am/pm to _____ am/pm
- ❖ Total Number of HOURS USAGE : _____ nights
- ❖ Total Cost for HIRE PERIOD - chargeable @ £18.00 per hour : £ _____
- ❖ Purpose of Booking : _____

Please confirm number of people expected during your usage / hire period :

- ADULTS _____ YOUNG ADULTS _____ CHILDREN _____ ENTERTAINERS _____
- ❖ I enclose remittance of £36, non-refundable deposit (for the first 2hrs)
 (If payment due is less than deposit of £36, please make a full payment at the time of booking)
- ❖ The balance of £ _____ is due two weeks before date of hire (£18 per hour)

Please make cheques payable to 'Ravenscroft Guide & Community Centre'. Alternatively, you can pay online and direct to us using our Sort code 309993 and Account number 60107668. Confirm in writing.

Have you hired our hall before and if so when and purpose of use ? _____

For further information on the hall please visit www.storringtonguides.org.uk

I confirm that I have read the conditions of hire for the Ravenscroft & Guide Community Centre and agree to abide by these conditions. Return a signed copy with your booking.

Signed: _____ Date: _____

Please return this form along with the signed terms & conditions together with your deposit to : Ravenscroft Guide & Community Centre Bookings Officer, c/o 52 John Ireland Way, Washington, West Sussex, RH20 4EP or email it back by return to ravenscroftcentrebookings@gmail.com

Please note that all Users are expected to leave all areas of the hall in a clean and tidy condition. Please note that your unit will be subjected to an additional charge of up to £100 in excess for additional cleaning services where the facilities are not returned clean or treated with respect.

Reg. Charity No. 1143646