1st Creigiau Scout Group

**Hall Hire Booking Form**

**Name:**

**E-mail address Contact Number:**

**Booking type: Children’s Party / Adult Class / Other**

**Number of People attending (approx.):**

**Date of Booking:**

**Time From To**

|  |  |  |
| --- | --- | --- |
| **Session required** | **Price** | **Tick** |
| **2 hour session (minimum)\*** | **£30** |  |
| **Half Day session**  **Morning - 8.00-12.00,**  **Afternoon 12.00-4.00,**  **Evening – 6.00-10.00** | **£50** |  |
| **All day** | **£70** |  |
| **Overnight** | **£80** |  |

**\*£15 per extra hour**

**All bookings include 30 minutes set up and clear up time**

**10% reduction for all Scout Group bookings**

**Recurrence\*\***

|  |  |  |
| --- | --- | --- |
|  | **Tick** | **Details as appropriate** |
| **One off** |  |  |
| **Daily** |  |  |
| **Weekly** |  |  |
| **Monthly** |  |  |

**\*\*Reduction negotiated based on recurrence**

**For information about the hall please review the attached Scout Hall information sheet**

**A Hiring agreement must be completed prior to final approval for hire of the hall**

**For hire of Children's toys please contact Cylch Meithrin at** [cylchmeithrincreigiau@gmail.com](mailto:cylchmeithrincreigiau@gmail.com)

**Please send your completed form to our Booking Secretary via:** [**bookings@creigiau.org.uk**](mailto:PatPhillips2008@hotmail.co.uk)

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**Scout Hall Information**

**Keys (from left to right)**

* Front Gate Lock key
* Front door key (Main left hand door)
* Front door key (Main right hand door)
* Back gate key (not needed)

**Hot Water**

* There is a thermostat in the female toilets
* You can set it to increments of 30 minutes, 1 hour and 2 hours

**Heating**

The heating is not routinely on during the summer however will be on for all winter bookings.

**Kitchen**

Full use of Electric oven, microwave and fridge.

**Access**

* Access can be 30 minutes prior to booking and 30 minutes after to set up and clear away
* Full access to vehicles
* Speed limit of 5mph on site
* Parking in rear parking area (preferably)
* Clockwise One way system around the hall

**Other information**

* Tables & Chairs for approx. 40 people
* WiFi access (details to be provided at time of booking confirmation)
* Male, Female & Disabled toilets
* Wheelchair access
* Secure grounds
* Full use of grounds