



3rd Upton Scout Headquarters
Upton Court Park
Upton Court Road
Slough
SL3 7LU
07817352788

3rd Upton Scout Group - H.Q BOOKING / APPLICATION FORM

I the Hirer have agreed to the provided information being held by 3rd Upton Scout Group.

Signed ..... Date.....

Please complete Section A and return the entire form and booking fee to the Booking Secretary using bookings@3rdupton.org.uk

SECTION A

Applicant's Name .....

Address .....

Post Code ..... Email Address .....

Tel No: ..... Organisation (If any) ..... Function.....

Date of Hiring ..... Time from ..... to .....

Hire Charge £..... Deposit \*...£200..... Booking Fee .... £10.... Total Charge £.....

(Number of Hours x £30) + £200 + £10 = Total Charge

I hereby make application for the hire of the 3rd Upton Scout Group Headquarters and, if granted, agree to observe and abide by the Group's current "User's Obligations" governing the use of the Headquarters, a copy of which has been supplied to me. By signing this form, I agree to pay the booking fee of £10 and will pay the outstanding balance at least 14 days before the date of hiring, otherwise the booking will lapse.

CASH PAYMENTS ARE NOT ACCEPTED - Payments will be arranged via PayPal on acceptance of this booking form.

I understand I must give a least seven clear days' notice to the booking Secretary should I wish to cancel this booking; otherwise the booking fee will be forfeited.

Entrance Door Ramp Yes / No\* Height Barrier Key Yes / No\* \* Please delete

Signed ..... Date .....

\*This deposit will be refunded by the Group Treasurer subject to the "User Obligations" being adhered to (see Section D)

NUMBERS IN THE HALL ARE LIMITED TO 70 SEATED OR 90 STANDING

SECTION B

This booking is not confirmed until a PayPal Payment link has been issued, and the booking fee (or full payment) has been received.

SECTION D

The booking secretary will retain this form. After the event the HQ will be inspected and if confirmed as satisfactory the deposit will be refunded to the applicant at the address above within 3 weeks after the booking date.

I CONFIRM THAT THE H.Q. HAS BEEN LEFT IN A SATISFACTORY CONDITION FOR THE RETURN OF DEPOSIT

Signed .....

Or I REQUEST THAT ALL OR PART OF THE DEPOSIT IS RETAINED FOR THE REASON BELOW: