

6th Beeston Scout Group

LETTINGS APPLICATION FORM

(USE CAPITAL LETTERS PLEASE)																											
Bookings being made on behalf of:.....	DAY(s):..... DATE(s)/PERIOD:..... TIME FROM:..... TIME TO:.....																										
(Name of club/organisation/individual)																											
Applicants name:..... Address:..... Telephone No: Home..... Telephone No: Work / Mobile..... E-Mail:.....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">ACCOMMODATION REQUIRED</th> <th style="text-align: center; padding: 5px;">Please Tick Box</th> </tr> <tr> <td style="padding: 5px;">Ground Floor</td> <td></td> </tr> <tr> <td style="padding: 5px;">MAIN HALL</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">STAGE</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">STORE ROOM</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">KITCHEN</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">LIFT</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">First Floor</td> <td></td> </tr> <tr> <td style="padding: 5px;">COMMITTEE ROOM</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">PROJECT ROOM</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">OFFICE 1 (rear)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">OFFICE 2 (front)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">STORE ROOM</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	ACCOMMODATION REQUIRED	Please Tick Box	Ground Floor		MAIN HALL	<input type="checkbox"/>	STAGE	<input type="checkbox"/>	STORE ROOM	<input type="checkbox"/>	KITCHEN	<input type="checkbox"/>	LIFT	<input type="checkbox"/>	First Floor		COMMITTEE ROOM	<input type="checkbox"/>	PROJECT ROOM	<input type="checkbox"/>	OFFICE 1 (rear)	<input type="checkbox"/>	OFFICE 2 (front)	<input type="checkbox"/>	STORE ROOM	<input type="checkbox"/>
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ESTIMATED NUMBER OF PARTICIPANTS Adults (18 plus)..... Teenagers (13 - 18)..... Children (under 12).....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">COST OF BOOKING:</td> <td style="text-align: right; padding: 5px;">£.....</td> </tr> <tr> <td style="padding: 5px;">DEPOSIT:</td> <td style="text-align: right; padding: 5px;">£.....</td> </tr> <tr> <td style="padding: 5px;">BALANCE DUE:</td> <td style="text-align: right; padding: 5px;">£.....</td> </tr> <tr> <td style="padding: 5px;">RETAINER (Refundable)</td> <td style="text-align: right; padding: 5px;">£.....</td> </tr> </table>	COST OF BOOKING:	£.....	DEPOSIT:	£.....	BALANCE DUE:	£.....	RETAINER (Refundable)	£.....																		
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LETTING REF: NO: DATE RECEIVED:..... DEPOSIT PAID:.....DATE..... BALANCE PAID:.....DATE..... RETAINER PAID:.....DATE..... RETAINER REFUND:.....DATE.....	I hereby make application to use the facilities listed above. I have read and agree to observe the terms and conditions as set out in the document "Terms and Conditions for the Letting of the 6 th Beeston Scout Group Headquarters" and enclose a cheque / cash to the value of £..... as a deposit (where applicable). Cheques to be made payable to 6 th Beeston Scout Group Signed:..... Date:																										
Name:..... on behalf of the 6 th Beeston Scout Group Executive Committee.																											
Signed..... Date:..... Contact No:																											
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