

The Arbor Centre Bookings Form and Agreement for Occasional Users.

Please note that this is a provisional booking – after confirming availability, the Bookings team will send a confirmation email.

This agreement is made between the Pyrford Guide and Scout Parents Association (**PGSPA**), a registered charity No. 1052942 and the HIRER (3) see below.

The PGSPA agrees to permit the HIRER (3) to use the Arbor Centre, Teggs Lane, Pyrford, Woking GU22 8ST, for the period of hire (4) as described below.

1. **Date of Hire**
2. **PGSPA Committee** Authorised Representatives: **Yvonne Hudson-Vaughan, and Ruth Currid**
 Bookings Team
 Address: **The Arbor Centre,**
Teggs Lane, Coldharbour Road,
Pyrford, Surrey, GU22 8ST
 Telephone: **07582 580127**
 E-mail: **arbor.bookings.secretary@gmail.com**

3. **HIRER DETAILS:**

a.	Name:	
b.	Address:	
c.	Telephone:	
d.	E-Mail: (for booking confirmation)	

4.

	Hourly Rate before 6pm	Hourly Rate after 6pm
Main Hall / Coffee Room + Kitchen	£38.00	£50.00

Numbers of hours _____ £ _____ / hour **Total Payment £** _____

5. EVENING PARTIES ONLY – FOR EXCLUSIVE USE FROM 6PM TO MIDNIGHT RATE = £300.00

For evening functions, (after 6pm), and any other large functions , a **£200 separate cash deposit** in a named envelope is required. Full amount returnable following inspection of the hall after the event - any damage, loss or excessive cleaning required will be deducted.

6. The total fee is payable, with booking form, by BACS payment to PGSPA Bank Account 20730173 Barclays Bank Sort code 20-97-58 (use reference number given on email by secretary)

The premises are strictly non-smoking. A responsible person is to ensure appropriate behaviour of all users before, during and after the function within and outside of premises. Car park area to be kept clean.

The HIRER agrees with the PGSPA to be present during the hiring and to comply with the conditions mentioned on the Hirers checklist (to be forwarded upon receipt of payment). Also perform the provisions and stipulations contained or referred to in the PGSPA “Standard Conditions of Hire” for the time being in force as annexed hereto together with the special conditions (available upon request / see notice board in the centre).

Full payment must be made to Booking Secretary prior to the event. Arrangements for key collection to be advised.