

## CENTENARY HALL

NAME OF GROUP .....

Proposed Hire Period – day / date.

From am/pm ..... 20.....

To am/pm ..... 20.....

Group Numbers (Minimum 20) .....

I fully accept the terms of hire of The Boys' Brigade Training and Activity Centre at Treales and wish to make the following booking for the period shown above.

**PLEASE USE BLOCK CAPITALS.**

GROUP LEADER (Hirer) .....

ADDRESS (inc. Postcode) .....

.....

.....

Telephone ..... Mobile .....

Email .....

I enclose an **initial deposit of £100** (please see Tariff for instalments).

Cheques made payable to 'The Boys' Brigade, Training and Activity Centre'.

And will pay the balance outstanding on the final account **on arrival at the Centre.**

**THE DEPOSITS ARE NON RETURNABLE.**

**PLEASE NOTE.** Provisional bookings will 'BE HELD' for a period of 14 days, after which they will be released to other enquirers.

Signature of Hirer ..... Date .....

### OFFICE USE ONLY

Initials / Date

Deposit Recvd. £..... Conf/Receipt No..... Issued By ( ) .....

2nd Inst. Recvd. £..... Conf/Receipt No..... Issued By ( ) .....

## CONDITIONS OF HIRE

- 1) Written Confirmation of all bookings **MUST** be made within **3 WEEKS** of enquiry with a completed booking form, together with **the appropriate deposit**. Deposits are **NON REFUNDABLE** once a reservation has been made.
- 2) **ALL ACCOUNTS must be paid UPON arrival.**
- 3) The Person **IN CHARGE** of the group will be responsible for the safety, well being, behaviour and property of the group, during their stay at the Centre. The group **MUST BE SUPERVISED** when using the Sports Hall and **YOUNG PEOPLE MUST NOT** be left unattended whilst on site. The Boys' Brigade cannot accept any responsibility. **ANY PERSON FOUND TRESPASSING ON THE ADJACENT RAILWAY PROPERTY WILL BE SENT OFF THE SITE IMMEDIATELY.**
- 4) We ask that the Centenary Hall/Stedfast Lodge/Campsite and Grounds be kept clean and tidy at all times **ANY** damage or breakages **MUST** be reported. The group or persons concerned **MAY** be called upon to meet the cost of any repair or replacement.
- 5) **Alcoholic Drink /Illegal Drugs**, other than prescribed drugs, are **NOT ALLOWED** on Site.
- 6) Groups are responsible for **THEIR OWN FIRST AID COVER.**
- 7) We regret that pets are **NOT ALLOWED.**
- 8) **ALL BALL GAMES** to be played on the Sports Field or in the Sports Hall **NOT** near residential accommodation.
- 9) **ALL LEADERS** should be aware of **FIRE** warning points and **EXITS** and ensure their **GROUP members know of their FIRE EXITS and Fire assembly point.**
- 10) **LEADERS** are responsible for ensuring **PRIOR TO DEPARTURE** that the **Accommodation and all facilities their group has used (e.g. Sports Hall)** are left in as **CLEAN** a condition, as it was **UPON ARRIVAL.**
- 11) When **CAMPERS** are on site we ask that **YOU DO NOT DISTURB THEM**, between 11.00pm and 8.00am. In the case of sole occupancy of the site we ask that there is no music or outdoor activities **after 11.30pm.**
- 12) **PLEASE ENSURE YOU ARE AWARE OF THE RESIDENTIAL MINIMUM NUMBERS.**
- 13) **CHANGE OVERS. Week Groups** booking Sat-Sat Accommodation – Will be available from 2.00pm and VACATED by 10.00am on the day of departure. Campers **MUST** only pitch on **HALF** the field as designated by the Warden. (Max 20 Tents)  
**Monday to Friday Bookings.** Arrive from 10.00am. **Depart by 4.00pm.**  
**Friday to Sunday Bookings.** Arrive from 6.00pm. **Depart by 4.00pm.**