

## HIRE AGREEMENT

Booking Reference			
Organisation Name <i>(If applicable)</i>			
Licensee Name			
Address			
Telephone Number			
Email Address			
Date/Time(s) of Hire			
Regular or One Off Hire <i>(If Regular, Please state: Weekly, Monthly etc. Inc if Term Time Only)</i>			
Purpose for which hire is required			
Open to the public	Yes	No	
Copy of Public Liability Insurance Produced (Scouting Exempt)	Yes	No	
Hire Charge			
Deposit Paid – Cash/cheque/Bacs <i>(Not Applicable for Regular Hires)</i>			
Balance Paid – Cash/cheque/Bacs	£		
Refundable Security Deposit paid – Cash/Cheque/Bacs <i>(Not Applicable for Regular Hires)</i>	£	Deposit Returned Yes / No	
Hirer's / Licensee Signature			Date
Booking Secretary's Signature			Date:

Cheques made payable to: "City of Portsmouth Scout Council"

Bacs payments to be made to using Booking reference:  
City of Portsmouth Scout Council  
Sort code: 30-96-11  
Account Number: 03604135

**Portsmouth Scouts**  
C/O Hilsea Scout Centre  
70 The Ridings  
Gatcombe Park  
Hilsea  
Portsmouth  
PO2 0UF

[portsmouthscouts.org.uk](http://portsmouthscouts.org.uk)