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## Scout Hall Hire....

### Instructions and Hiring Conditions

Thank you for your interest in hiring our Scout Hall. We will be pleased to make it available to you, but in return request that you comply with the following conditions.

By progressing with the booking of our Hall, you have accepted these hiring conditions.

1. The Hall may only be used for the purpose specified in the booking form.
2. The booking has not been confirmed until the Deposit has been received.
3. A representative of the Scout Group will return the Deposit within 7 days from the time of inspection. A deduction will be made towards the cost of any damage or cleaning resulting from the hire.
4. Balance of the hire must be paid in full when collecting the keys.
5. The Scout Group cannot be held responsible for any loss, damage or personal accident resulting from the hire. It is the responsibility of the hirer to arrange suitable insurance cover. This must be presented to the Scout Group if requested.
6. Access is not permitted prior to the time stated in the booking form.
7. The Hall is not licensed for public entertainment or for the sale of alcohol and **must** not be used for these purposes.
8. No alcohol is allowed at parties unless supervised by a hirer over 30 years of age.
9. Smoking is **not** permitted in the building. Cigarette ends/empty packets must be cleared away from outside. A cigarette bin is provided. If you throw cigarette ends on the garden and car park you will lose your deposit.
10. To ensure the comfort of guests the maximum number of people for any event is 50.
11. No alterations or additions can be made to the inside or outside of the building without prior permission.
12. There is limited car parking outside the hall, which can be used by prior agreement.
13. Fire Exits must be kept clear at all times.
14. As private residential property is immediately adjacent to the hall, noise must be kept to a minimum and music kept to an acceptable level after 11.00pm.
15. Do not overload the electrical system, which is protected with circuit breakers and will trip the complete system to the hall.
16. If the kitchen is used, it must be swept and mopped out, the work tops and sinks cleaned and the cooker wiped over. Crockery and cutlery that have been used must be returned to the right places. All bottles and rubbish must be removed from the premises and taken away by the hirer.  
If outside caterers are used they must comply with the same conditions and the hirer shall be responsible for ensuring that any caterers observe this requirement.
17. Before leaving the Hall, hirers must sweep the floors and ensure the toilets are left in a clean and hygienic condition.
18. Tables and chairs must be replaced in their original location.
19. Final security is the responsibility of the hirer. Windows must be shut, lights and plug sockets turned off and the main door padlocked.
- 20. The hall must be vacated by 12.00 midnight at the latest.**
21. Nothing contained in these instructions and Hiring Conditions shall imply or warrant that the hall may lawfully be used for the purpose intended by the hirer. The hirer shall be responsible for obtaining any necessary approvals and licences in connection with the hire and shall comply with all conditions attaching to such approvals and licences.

**The Scout Group reserves the right to amend the conditions and the booking fees at any time.**

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## Scout Hall Hire....

### **Application to Hire the Scout Hall – please read carefully**

Thank you for your interest in hiring our Scout Hall. Please read the accompanying instructions and hiring conditions carefully and then complete the information below.

Then sign this form and return it to your Scout Group contact.

#### **Organisation Information**

#### **Contact Details**

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Telephone Number</b>		<b>Telephone Number</b>	
<b>e-mail address</b>		<b>e-mail address</b>	

#### **Event details**

Nature of the Function			
Date(s) required			
Start Time		End Time	

#### **Hire Requirements**

	No of Hours	Charge per Hour	Total Charge
Main Hall		£15	
Main Hall - Saturday night	N/A	£95 flat rate	
Kitchen	N/A	£10 per session	
1 cheque for the deposit & another for the payment please. Cheques payable to "1 <sup>st</sup> Gossoms End Scouts"	<b>Total Charge</b>		
	<b>Deposit Required</b>		£100
	<b>Balance to Pay</b>		

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

## IF YOU WANT TO GET YOUR DEPOSIT BACK

### THEN THIS PAGE IS FOR YOU

**WE HATE WITHHOLDING THE DEPOSIT GIVEN TO US BY A HIRER.** So we thought it would be both useful and fair to make it very clear what state we expect the Hall to be left in.

#### **Main Hall**

Pick up any rubbish

Any balloons/decorations put up on the main hall walls must be removed.

Sweep & Mop Main hall floor – [Note Do not make it swimming with water]

Chairs and tables should be stacked back in the table store

#### **Kitchen (If used)**

Check / Clean Sink

Wipe work surfaces

Sweep & Mop

#### **Toilets**

Check / Clean Sink & Toilets

Sweep & Mop

#### **Corridor**

Pick up any litter on floor

Vacuum the carpet & mat

#### **General**

Empty all rubbish bins

Nothing must be stuck/pinned on the walls in the corridor or kitchen as this will pull off the paint when removed!

#### **Outside**

Pick up any litter, cigarette ends and broken glass left in the car park area and around the hall by your guests.