

Booking Conditions

1. The Hirer shall be over the age of 21.
2. The Scout Group has complete discretion on whether or not to accept bookings. Bookings are not accepted for 18th/21st birthday parties.
3. All evening events must end by 11.30pm unless express permission has been granted by the Bookings Secretary.
4. MAXIMUM PERMITTED NUMBERS These should not exceed:- 80. This capacity may be reduced for seated events.
5. A Cleaning Deposit of £30.00 is to be paid in cash with the Booking. This will be returned within 28 days if the building is left in a clean and tidy condition (see attached cleaning schedule).
6. As the premises is located close to our neighbours with whom we value a good relationship, a bond of £200 is required for all events at which alcohol is provided. This bond will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents during the period of the hiring and as a result of the hiring. The bond will also be forfeited if anti-social behaviour of persons using the premises during the period of hire results in reputational damage to the Scout Group.
7. If the Hirer is a Club, Society, Organisation or Company, a copy of their Public Liability Insurance must be provided on request.
8. The Hirer must provide sufficient numbers of responsible adult attendants or stewards for adequate supervision of the premises and users therein. Two such stewards must be designated to take charge in case of fire and should familiarise themselves with the position of exits, and the operation of the fire alarm and fire fighting equipment. Such stewards should be able to give full assistance in evacuating the premises and be readily identifiable to members of the public in the event of such emergency.
9. The Hirer will, during the period of hire, be responsible for the supervision, care and protection from damage of the premises, fabric and contents and for the behaviour of all persons using the premises whatever their capacity.
10. The main car park gate must remain open and unlocked at all times whilst the premises are occupied.
11. The Hirer will be responsible for ensuring that there is no smoking on the Premises, including within the grounds other than within the designated smoking area. The Hirer is responsible for ensuring that no cigarette ends, etc. are left in this area.
12. The Hirer shall indemnify the Scout Group for the cost of repair of any accidental or wilful damage to any part of the premises or contents which may occur during the period of hire, and the Scout Group reserve the right to take legal action to reclaim monies owing.
13. The Hirer shall be responsible for leaving the premises and surroundings clean and tidy, at the proper time, fit to be used by the next letting or Scout meeting in accordance with the attached cleaning schedule. All articles brought into the hall, and all rubbish, must be taken away by the Hirer.
14. To protect the floor, high heeled "stiletto" shoes **must not** be worn in the building.
15. If the event is cancelled, by or on behalf of the Hirer, more than one calendar month before the event then the initial booking deposit will be returned to the Hirer, less a £5 administration fee. If the event is cancelled within one calendar month of the event then the initial booking deposit is non-refundable.
16. The Scout Group shall not be liable for any injury to persons, loss or damage to property brought onto the premises or for any consequential loss.

17. The Hirer shall report to the Scout Group within 24 hours any injury to persons or loss or damage of property. In the case of destruction, damage or loss by theft, or attempted theft, the Hirer shall give immediate notice to the police. In the event of any occurrence likely to give rise to a claim or upon receipt by the Hirer a notice of claim, the Hirer shall immediately notify the Scout Group and provide information as the Scout Group may require.
18. The Hirer shall not sub-let or use the premises in any unlawful way.
19. Any complaints concerning the premises should be made in writing to the Scout Group within 72 hours of completion of the booking.
20. In the event of the premises being rendered unfit for the use it was hired, the Scout Group shall not be liable for any loss whatsoever.
21. The Scout Group reserves the right of free admission during the period of hire to observe compliance of the conditions of hire.
22. Charges are subject to revision without prior notice.
23. The Scout Group reserve the right to cancel bookings with one calendar months notice if the hall is required for Scouting activities.
24. The selling of alcohol on the premises is forbidden, unless you have obtained a license from licensing authorities. Provision of a bar for your own use is permitted providing no charge is levied. The Hirer is also responsible for any entertainment licensing requirements.
25. Limited car parking facilities are provided by the Scout Group. Please ensure that guests at your event parking on the street do so considerately.
26. The Hirer shall provide a First Aid Kit for use during their event.
27. In the event of any queries, problems or complaints, then please contact the Bookings Secretary.

Current Charges

Session Charges

For a complete session, the rate is £30 per session. For consecutive sessions, there is no charge for the period between sessions. Full day hire is available for £75. Available session times are:

8.00-12.30, 13.00-17.30, 18.00-23.30

Please note, that evening sessions are usually unavailable on Tuesdays and Fridays during Term Time.

Hourly Charges

For shorter hire periods, or short notice bookings, the rate is £10 per hour. Additional hours for sessional bookings are charged at £7 per hour.

Regular / Long Term Hires

Discounted rates can be agreed on a case by case basis for long term or regular Hirers.

Hall Hire – Cleaning Schedule

The following cleaning schedule details the expectation for the tidying and cleaning of the hall after use. The Scout Group reserves the right to withhold some or all of the cleaning deposit should these activities not be completed.

Main Hall

- Sweep floor
- Chairs and tables returned and stacked in the storeroom

Kitchen (If used)

- Check / Clean Sink
- Clean Oven
- Wipe work surfaces
- Sweep & Mop

Meeting Room (If used)

- Vacuum carpets
- Furniture to be returned to correct position

Toilets

- Check / Clean Sinks & Toilets
- Sweep & Mop

General

- Remove all litter, including any balloons/decorations
- Empty all rubbish bins
- Nothing must be pinned or taped on the walls or ceilings. Only blu-tac or similar may be used and all traces are to be removed after use.
- Ensure that all lights are turned off at the end of the hire period and that all doors and windows are closed and locked.

Outside

- Pick up any litter, cigarette ends and broken glass left in the car park area and around the hall by your guests.
- A maximum of one black bag of rubbish to be left in the bin store. Any further rubbish is to be disposed of by the Hirer.