

... Scout Hall Booking Form

- 1 The Hirer by signing the booking form shall accept and be bound by these conditions. The Premises are not reserved until the booking form is completed and returned.
- 2 All hirers shall be over 18 years of age, be on the premises at all times when the public are present, and sign a written undertaking (booking acceptance form) to accept responsibility for being in charge. The hirer shall make themselves aware of the full licence conditions, shall carry out safety checks, and ensure that all conditions of the entertainment licence relating to supervision and management are met.
- 3 The Hirer shall not use the Premises for any purpose other than that permitted under the hire agreement and will not without obtaining the prior consent of the Booking Secretary use or enter the Premises at any times other than those permitted under the hiring.
- 4 The Hirer shall not sub-let the Premises or any part thereof.
- 5 Payment must be made to the Booking Secretary. The current hire rate for bookings is £10 per hour. The time booked should include the time to set up and the clearing up time. Hirers should pay at the time of booking, and the booking will only be confirmed on receipt of the hire fee and signed booking form. Long-term or regular bookings should pay one month in advance. Cheques should be made payable to the 1st Chalfont St Giles Scout Group.
- 6 All cancellations must be in writing to the Booking Secretary. Cancellations received less than two weeks in advance to the date of booking will not be entitled to a refund. The Group Executive Committee reserves the right to refuse or cancel a booking at short notice. The hirer should where possible give four weeks' notice of cancellation.
- 7 In any of the following circumstances, namely -
 - (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended;
 - (b) in respect of any other property brought on to the Premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring – the Scout Group may, at its discretion, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.
- 8 There is an accident book located in the kitchen. A responsible adult must enter all accidents occurring within the hall or grounds into this book at the time of the accident, and inform the Booking Secretary within 24 hours. Although risk assessments are carried out regularly, hirers are advised to carry out their own risk assessments and advise the Booking Secretary of anything that requires attention.
- 9 The Hirer shall during the hiring be responsible for supervision of the Premises, protection of the fabric and contents, safety from damage however slight and the behaviour of all persons using the Premises whatever their capacity and for ensuring the persons leaving the Premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby Premises.
- 10 The Scout Group reserve the right to apply limitations when amplified music is used. The Hirer shall ensure at all times that the volume is kept down to a reasonable level.
- 11 The Hirer will be responsible for ensuring that there is no smoking on the Premises.
- 12 The Hirer will be responsible for ensuring that all chairs and tables are returned clean to their storage locations and neatly stacked and that the Premises are left in a clean and tidy state.
- 13 The Hirer will be responsible for ensuring that all rubbish is removed and disposed of.
- 14 The Hirer will be responsible for ensuring that all lighting is switched off; the windows shut; the doors locked and the keys returned to the Hiring Officer at the end of the hire.
- 15 The Hirer will be responsible for ensuring that all advertising, including posters, must clearly display the name of the organisation to benefit from the event, or the promoter's name and address.
- 16 The Hirer shall be responsible for the expense of making good any damage, breakage or loss and undertakes to pay the Scout Group such costs within seven days of the date of receipt of an itemised invoice.
- 17 No intoxicating liquor shall be brought onto, sold or consumed on the Premises without the consent of the Booking Secretary.
- 18 The Hirer and all persons coming into or using the Premises as guests or otherwise in connection with the hiring take the Premises as seen and neither the Executive Committee nor any of their officers or agents accept responsibility for any inadequacy or unsuitability of the Premises or for any defects or hazards therein.
- 19 Where the Hirer is permitted to store equipment in between sessions, it must be stored in such place and such manner as indicated by the Booking Secretary and only for so long as is permitted by the Scout Group subject to payment of the storage charge. No article which is dangerous or unsuitable may be stored
- 20 The Scout Group accepts no responsibility for any stored equipment or other property brought on to or left at the Premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session
- 21 The hiring agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer.
- 22 The Scout Group reserves the right to terminate forthwith any entertainment activity or meeting permitted under the hire which is not in its sole and reasonable opinion properly conducted.
- 23 The hiring may be terminated by notice given by the Hiring Officer if any fee, storage charge or deposit due under the hiring agreement is not paid on time or any of these conditions are not complied with by the Hirer but without prejudice to any claim by the Scout Group against the Hirer for such non-payment or non-compliance.
- 24 The Scout Group reserve the right, in circumstances of emergency, to cancel any booking at short notice upon the terms that the booking fee is refunded in full and that they are not responsible for any loss damage or inconvenience caused by the cancellation.
- 25 The Committee has the right to amend these conditions by giving notice in writing to the Hirer.



1st Chalfont St. Giles Scout Group

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