

1st Gossoms End Scouts – Scout Hall Hire

hallhire@1stgossomsendscouts.org.uk

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 ask 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 is not confirmed until the Deposit and balance for the hire has been received in full by the Scout Group.
3. A representative of the Scout Group (**'Scout Representative'**) will return the Deposit within 7 days from the time of inspection. A deduction will be made by the Scout Group towards the cost of any damage or cleaning resulting from the hire.
4. Neither the Scout Group nor any individuals associated with it, including the Scout Representative can 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 Representative if requested by them.
5. Access is not permitted prior to the time stated in the booking form.
6. The Hall is not licensed for public entertainment or for the sale of alcohol and **must** not be used for these purposes.
7. No alcohol is allowed at parties unless supervised by a hirer over 30 years of age.
8. Smoking is **not** permitted in the Hall. 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.
9. Glitter is not to be used in or around the building as it is difficult to clear up and treads into the carpets.
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 Hall without the prior written permission of the Scout Representative.
12. There is limited car parking outside the Hall (**'Car Park'**), which can be used by prior agreement with the Scout Representative.
13. All fire exits serving the Hall including adequate emergency vehicle access through the Car Park must be kept clear and preserved 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. The hirer must not overload any 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 Hall and taken away by the hirer. If outside caterers are used, the hirer must procure that they comply with the same terms and conditions as are set out in this licence agreement including the those in this paragraph 16.
17. Before leaving the Hall, the hirer 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. All security of the Hall including the locking up of the Hall at the end of the hire period is the responsibility of the hirer. Windows must be shut, lights and plug sockets turned off and the main door padlocked. **All keys must be returned to the key safe, which the hirer shall ensure must be left locked or returned otherwise as the Scout Representative may direct to the hirer.**
20. **The Hall must be vacated, left and left secured in accordance with the provisions of this licence by 12.00 midnight on the day of hire at the latest.**

21. The hirer shall indemnify and keep indemnified the Scout Group against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising in any way from this agreement, including any breach of any of hirer's obligations contained in it and/or the purported exercise of any rights by the hirer pursuant to this agreement.
22. Nothing contained in these terms and conditions or otherwise 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 (**'Necessary Approvals'**) and shall comply with all conditions attaching to all such Approvals. The Hirer shall not make any application for any Necessary Approvals or any other approvals without the prior written consent of the Scout Representative.
23. Nothing contained in this agreement shall be construed as creating any relationship of landlord and tenant as between the Scout Group and the hirer or to give rise to any other legal estate and this agreement between the Scout Group and the hirer shall constitute a bare licence in favour of the hirer only.
24. This agreement is personal to the hirer and shall be incapable of any assignment or other dealing by the hirer.
25. This agreement and any dispute or claim under or arising out of or in connection with it shall be governed by and construed in accordance with English law.

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

DEPOSIT

WE HATE WITHHOLDING THE DEPOSIT GIVEN TO US BY A HIRER.

Please make sure you leave the hall and its surroundings in a clean, tidy and undamaged state. This means:

Main Hall

Pick up any rubbish

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

Sweep the main hall floor & mop if necessary [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 as necessary

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.

Keys

Remember to return these to the key safe, and to leave the key safe left locked.