

Booking Terms and Conditions



1) Entry/Exit

Available booking periods are

- Morning: 0800-1200h
- Afternoon: 1300-1700h
- Evening: 1800-2130h

Entry is via a key, if a member of the Group is not available you will be given instructions on what to do with the key.

2) Room hire:

- i) The hire charge includes the use of the main hall, kitchen and toilets, additional rooms will incur a further charge.
- ii) The reason for the hire must be communicated to the Group Booking Secretary

3) Cleaning and Rubbish

- i) Cleaning of the hired rooms/building is the responsibility of the hirer. Please leave the hall as you would wish to find it. A cleaning surcharge of £30 will be incurred if the hall is left in an untidy condition.
- ii) All rubbish/recycling and food waste generated by the hirer is to be removed by the hirer. Any rubbish left on the premises or outside will incur a disposal surcharge of £30.
- iii) All lights and heating to be switched off before leaving, heating and lighting left on will incur a surcharge of £30
- iv) All taps are turned off (kitchen, Ladies and Gents toilets)
- v) All chairs are stacked in a tidy state in their original position

4) Building security: It is the hirer's responsibility in the absence of a Group member to

- i) Close all windows if opened for increased air circulation (Covid-19 or cooling)
- ii) Check the emergency exit is properly closed
- iii) The main entrance door is securely locked shut
- iv) Lost or missing keys will incur a surcharge of £20 for a replacement

5) Insurance

- i) All outside organisations must have their own public liability. A copy of which must be made available to the Group booking Secretary on request.

6) Hire for Parties and Sleepovers

- i) Music to be kept at a reasonable volume, having respect for our neighbours
- ii) Care to be taken moving tables and chairs to avoid damage to the floor
- iii) **No large balls or footballs to be used in the hall unless sponge balls**
- iv) If small balls are being used, then great care must be taken to avoid damage to fittings and fixtures including materials on the section noticeboards.

7) Kitchen:

- i) The kitchen is equipped with basic requirements, cutlery, crockery and some cooking utensils, which are to be washed, dried and put away before leaving.
- ii) Work surfaces to be wiped down
- iii) A four-ring electric hob and oven, microwave and kettles.
- iv) One sink has hot water (under sink boiler)
- v) Over sink water boiler can be used for making hot drinks

8) Toilets

- i) Ladies and Gents toilets with warm water hand washing facility.
- ii) Cleaning materials and equipment are in the cupboard in the gent's toilet
- iii) Paper towels and toilet paper are provided.

9) Heating

- i) Only the main hall has heating
- ii) **DO NOT** cover the heating guards
- iii) Switch off when not required and before leaving the building
- iv) **DO NOT** interfere with or adjust the settings

10) First Aid

- i) There will be no trained first aider from the Group team members during the hire
- ii) There is a small first aid box available in the kitchen for emergency use
- iii) Items used from the first aid box must be entered in the log book
- iv) Any serious accidents must be recorded in the **Accident Log Book** (in the hall by serving hatch)
- v) Any building defects must be recorded in the Building Defect Log Book (in the hall by serving hatch) and the Group Booking Secretary or Group Scout Leader informed.

11) Communications

- i) There is no phone in the building
- ii) Wi-Fi is available, the password is available on request

12) Alcohol

- i) The building **DOES NOT** have an alcohol license
- ii) Prior permission required from the Group for alcohol to be brought onto the premises

13) Breakages/Damage/Behaviour

- i) Any tables used for craft work must be covered (hirer's responsibility to provide)
- ii) No Sellotape, blue tack or drawing pins to be used on walls etc.
- iii) Damages or breakages **MUST** be reported to the Group Booking Secretary

WE RESERVE THE RIGHT TO IMMEDIATELY STOP ANY FUNCTION/EVENT IF IT IS LIKELY TO CAUSE DAMAGE TO THE BUILDING, CREATES UNREASONABLE LEVELS OF NOISE AND/OR DISRUPTION TO OUR NEIGHBOURS AND, IF DEEMED NECESSARY, REQUEST THAT THE HIRE PARTY LEAVE THE BUILDING.