

14th Hove Scout Group



Hall Booking Form.

I wish to use the 14th Hove Scout hall in Vale Park Portslade,
on the...../...../ 2015. Fromam/pm untilam/pm for the following
reason.....

My address is.....

.....

.....Post Code.....

Contact telephone No.

I understand that there is a minimum charge of **£45.00** for up to 3 hours then £10.00/hour for any additional hours. The booking fee applies for the length of time I will be at the premises (not the length of the party) therefore;

I owe the 14th Hove Scout Group the sum of £..... as payment.

Also as specified overleaf, a refundable deposit of £20 is to be paid at the same time.

Payment is required **before** the event. All cheques to be made payable to **14th Hove Scout Group**.

Terms & Conditions of use: (Detailed rules are attached)

1. **ALL** rubbish to be removed from the premises and disposed of.
2. **All** areas used by me/us will be left in a clean state.
3. There is **NO** smoking allowed within the premises.
4. There are **NO** drugs allowed within the premises.
5. **Any** damage done will be paid for by me and the Chairman of the group will be notified directly.
6. The hall floor is to be swept clean after the function has finished.
7. The tables and chairs will be returned to the store room from whence they came.
8. When leaving the building, **ALL** lights will be turned off, **ALL** locks on the front door and the gate will be secured.
9. Only 3 vehicles are allowed to be parked outside the hall in the car park provided.
10. Please be aware that there are no first aid facilities available on the premises.

I agree to the terms and conditions of hire as stated above and on the attached sheet. Please make particular note of clause 11 in respect of insurance

Signed

Date

14th Hove Scout Group.

Group Scout Leader: Sally Thorley, 6 Seaford Road, Hove, BN3 4EG.
Tel: 01273 709 547 Mobile: 07974 277 172 e-mail: sally.thorley1@gmail.com



PLEASE KEEP THIS SHEET

1. A deposit of £20 is required at the time of booking and is only refundable on inspection of the premises after the function. (This can be waived by the Booking Secretary).
2. The Group requires 10 days notification of any cancellation. If there is no such notice, the deposit will not be refunded.
3. Notwithstanding the above, the Group may at their discretion or for reasons beyond their control, cancel any bookings and in such circumstances only will the deposit paid by the Hirer be refunded.
4. It is the responsibility of the Hirer to ensure that the premises booked is suitable for the intended purpose.
5. The Hirer must not make any alterations to the furniture, fittings or other arrangements within the premises hired except with written permission from the Group Scout Leader/Chairman.
6. If in the opinion of the Group representatives, the function is proceeding or they may have reasonable grounds for suspecting that it is likely to proceed in breach of the hire Rules and Regulations or in an illegal manner, then the Group will terminate the booking forthwith. (No refund.)
7. The condition of all furniture, fittings or other arrangements within the premises and used by the Hirer are the responsibility of the Hirer, any damage or loss will be taken out of the deposit or if necessary legal proceedings will be sort to reclaim costs etc.
8. The Hirer is responsible for leaving the premises in a clean state, which includes taking away all rubbish generated during the function. **IT MUST NOT BE LEFT IN THE BINS IN THE PARK.**
9. The Group does not take any responsibility for any property of the Hirers left before, during or after the function.
10. All items belonging to the Hirer must be removed at the end of the function unless prior arrangements are requested at the time of booking.
11. The Hirer is responsible for insurance cover and in particular if a third party is brought in for the function. They will also be liable if the function causes the Groups insurance to be invalidated.
12. The premises must be used by the Hirer strictly during the hours specified on the front of this form.
13. No smoking or drugs allowed on the premises.
14. **NO FUNCTION IS ALLOWED TO GO ON LATER THAN 10.30pm BY ORDER OF BRIGHTON & HOVE CITY COUNCIL. Ensure your function finishes by 10pm allowing you time to clear up.**
15. **PARKING IS STRICTLY LIMITED TO 3 CARS OUTSIDE THE HALL, NO CARS ARE ALLOWED ON THE GRASS OR IN THE DRIVE WAYS, BY ORDER OF +BRIGHTON & HOVE CITY COUNCIL.** There is parking available in the Car park near the children's play area.