

Hall Booking Form

Details of person making the booking

Full Name		
Address		
Postcode		
Contact Number		

Details of booking

Date		
Time	Start	End
Reason for booking		

There is a minimum charge of £45 for up to 3 hours and then £10.00 per additional hour. The booking fee applies for the full length of time you will be at the premises.

Also as specified overleaf, a refundable deposit of £20 is to be paid to confirm booking. Payment is required before the event. All cheques to be made payable to 14th Hove Scout Group.

Payment owed: £

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

1. All rubbish to be removed from the premises and disposed of.
2. All areas used will be left in a clean state.
3. There is NO smoking allowed within the premises.
4. There are NO illegal drugs allowed within the premises.
5. Any damage done will be chargeable and the deposit forfeited.
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.
8. When leaving the building, ALL lights will be turned off, ALL locks on the front door and the post 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		Dated	
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Detailed Rules

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 the deposit paid by the Hirer be refunded.
4. 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.)
5. It is the responsibility of the Hirer to ensure that the premises booked is suitable for the intended purpose.
6. 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/Chair.
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 illegal drugs allowed on the premises.
14. **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.