

**THE HIDEAWAY, headquarters to the
1ST West Moors Scout Group**

Registered Charity No. 285736

Booking Form

Booking type (please circle) : Member of 1st West Moors Scout Group/ Local individual or charity / statutory or commercial organisation

Name of hirer including name of member (Beaver, Cub, Scout or Leader if relevant) :

.....

Nature of function:

Address:

.....

.....

Telephone No.: Daytime..... Evening.....

Time Hall required:

Dates of hire:

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.....

Risk assessment in place: Yes / No

All contracts of hire in respect of The Hideaway are subject to the terms and conditions of hire as attached.

By signing this hire agreement you are confirming that you will take responsibility for the building and will ensure that the premises are clean and tidy on departure.

Please read before you sign. (The person signing must be over 18yrs and will be held responsible for ensuring that conditions of hire are adhered to).

Signed Date

**THE HIDEAWAY, headquarters to the
1ST West Moors Scout Group
Terms and Conditions**

No booking will be authorised to run later than **10pm**

A **Deposit (£15 cash)** is payable at the time of booking for all one off bookings. This is returnable providing the hirers are satisfied that the hall is left in good order at the end of the hiring period. There is an option to have the hall professionally cleaned after your event for an additional fee. Please see below.

Cancellation: the deposit will be forfeited if the booking is cancelled with less than 7 days notice.

Good order: the hirer will be responsible for the maintenance of good order during functions and for the maintenance of the no smoking rule.

Damage: the hirer will be responsible for all loss of, or damage to the property or property brought into the premises and for injury to persons in consequence of any act or omission on the part of the hirer. The hirer is to keep the Executive Committee indemnified in respect of any loss, damage or injury.

Music: music must be kept at a reasonable level at all times due to the proximity of our neighbours.

Fire regulations: fire regulations must be adhered to and fire exits kept free of any obstructions at all times. If the smoke or CO2 detectors are activated, the hall must be evacuated in line with the procedure posted in the hall.

Insurance: hirers of the hall on a regular basis will be asked to provide a copy of their own public and employers liability / specialist insurance each year on renewal.

Parking: the Executive Committee take no responsibility for vehicles parked outside the hall.

Health & Safety: hirers will confirm they have read and understood the guidance provided for use of the building.

Fees

Members of 1st West Moors Scout Group	Local / charitable organizations or individuals	Statutory / commercial organisations	Optional additional payment for cleaning post event
£16 for the first 2hrs + £8 per hour for each additional hour.	£25 for the first 2 hrs + £10 per hour for each additional hour. A reduced rate may be negotiated for regular users	£40 for the first 2 hours + £15 for each additional hour. A reduced rate may be negotiated for regular users	£15 per hour

Cheques should be made payable to **West Moors Scout Group** or

via **internet banking** quoting **“Hall hire + date of booking”**

Sort code: **30 99 68**

Account number: **00733182**