

## 15th Airedale Scout Group hut- Application for hire

Event.....

Date of event.....

Time of event: from.....am/pm to.....am/pm

If this is a regular booking, please state how many weeks you want to book in advance.....

Start date..... End date.....

Will alcohol be served at the function?.....Yes/No (see T & C number 12 below)

What is your connection to the Group (if any)?.....

Name.....

Address.....

.....Postcode.....

Telephone.....Mobile.....

Email.....

I have read, understand and will comply with the terms and conditions and scale of charges.

I enclose a non-refundable deposit fee of £..... (50% of total payable)

**Or** I enclose payment in full of £.....

**For private functions only:** I enclose a separate refundable deposit of £100 (Please note this will be returned to you after your event providing all is well)

Please make all cheques payable to "15<sup>th</sup> Airedale Scout Group"

An email will be sent to you confirming the details of your booking and the balance payable (if any)

### Terms and conditions of Hire

1. Application-All applications for hire of the hut must be in writing on the appropriate printed form, completed and forwarded to the Bookings officer for consideration. The Bookings Officer reserves the right to refuse any application for hire of the hut without stating a reason. Preference will be given to Scout events over other events and regular user events will take precedence over one- off applications. **A Hirer cannot sub-hire the hut to another person/organisation.**
2. Hire and hire charges- will be as agreed by the Executive Committee and as amended from time to time. A deposit may be required for one –off session hire with the balance becoming due no less than 7 days before the booking. In the event of the cancellation of a one-off session booking, any deposit paid will only be repaid if the booking is cancelled at least 7 days before the booking date. Failure to ensure final payment of your balance reaches the Booking Officers in time may result in cancellation of your event. The hire of the hut does not entitle the hirer to use or enter the premises at any time other than the specific hours

for which the hut has been hired, except to inspect the premises before an event by prior arrangement with the Bookings Officer

3. All events must be supervised and be under the control of an adult over the age of 25
4. Damage- the Hirer is responsible for all damage to the fabric of the hut and any furniture and equipment contained therein. The Hirer will be required to pay for making good any damage or loss. Prior damage to equipment and/or malfunctioning of equipment etc. must be brought to the attention of the Bookings Officer immediately. The Executive committee is not responsible for any loss or damage to the Hirer's personal or other property brought to the hut during the hire period
5. Insurance-the hut has Public Liability cover for individuals and/or groups hiring the hut for private functions that have no public liability cover of their own. The cover is only provided for non-commercial activities. Any business hirer should arrange their own insurance
6. Capacity-the maximum number of people allowed at any event in the hut (including organisers and/or helpers) must not exceed 60
7. Notices, decorations and equipment-no hire shall affix any fixtures or fittings to any part of the hut. Notices may be displayed but only using blue/white tack. No flags, emblems or other decorations shall be displayed outside any part of the hut without the previous consent of the executive committee. In addition, no additional lights, light extensions or other electrical equipment shall be used without prior consent of the Executive Committee.
8. Hygiene, cleanliness and tidiness- hirers intending to serve food and drink should ensure that they maintain the correct level of cleanliness and leave the hut in a clean and orderly state at the end of the session. **All rubbish should be removed from the site.** Kitchen equipment, if used, must be left clean. At the end of hire, chairs should be stacked, tables collapsed and stored away as directed by the Bookings officer. Any comments/complaints about the state of the hut should be made to the Bookings Officer as soon as possible. Hirers found to be consistently in breach of cleanliness standards will be required to pay a supplementary cleaning charge. The Executive Committee reserves the right to impose extra charges at any time. These charges may include the costs associated with, but not exclusively associated with, leaving energy usage equipment on or water running.
9. Good neighbour policy-hirers are asked to respect the fact that the hut is in a residential area and noise/music volume should be kept to a respectable level
10. Safety- it is the responsibility of the hirer to ensure all instructions, particularly emergency and evacuation procedures are followed. Hirers must provide their own first aid supplies and details of any accidents should be reported to the Bookings Officer at the earliest opportunity within 24 hours of the event..
11. There are fire extinguishers in the hut and in the event of a fire of any kind, the fire brigade **MUST** be called immediately. Priority must be the immediate evacuation and safety of the people using and inside the building, then contacting the emergency services as soon as possible. If it is safe to do so and someone is able to tackle any small fire using the provided firefighting equipment. This includes a fire blanket located in the kitchen area. It is the hirers responsibility to ensure they familiarise themselves with fire evacuation procedures, the location of fire exits and firefighting equipment.
12. Alcohol-if you propose to serve alcohol at your function, prior permission must be obtained from the Executive Committee.
13. As a hirer of the hut you will have use of a spare key for the duration of your hire period. You are therefore responsible for the security of the hut during this time. You must ensure that the hut is supervised or kept locked throughout the hire period. If at the end of your hire

period you fail to return the key, you will be liable for the cost of replacing and fitting a new lock and cutting of new keys.

14. Any appliances not supplied by the Scout group must meet current electrical safety regulations and PAT testing. All sockets are designed for 'single use' and 'domestic appliance' load. Avoidance should be made in the use of extension cables and multi gang adapters that may overload the system, ensuring the safety of users and protection of the internal electrical system. Any damage as a result of over loading the system will be chargeable to the hirer following electrical inspection
15. The kitchen is a non-commercial set up and does not meet the statutory requirements for the preparation and sale of foods. Persons using the kitchen in the preparation and serving of food should ensure that they comply with good basic food hygiene or current food preparation regulations to prevent illness. The Kitchen is not a safe place for young people during events due to its layout, their use of the kitchen should be supervised carefully if allowed
16. A representative of the group may enter the building (within reason) at any time during a hire period to ensure the compliance with the hire agreement, the protection of the premise and its contents. In the event of a serious breach of hire agreement or complaints from any person, the group reserves the right to terminate the hire at any time and have the building cleared. This would result in the non-return of any deposit paid.
17. If circumstances beyond the control of the executive Committee prevent the availability of the hut, all payments made will be refunded.

**THE HUT IS A NO SMOKING ZONE.** The hirer shall comply with the "prohibition of smoking in public places provisions" of the Health Act 2006 and associated regulations and shall ensure also that all attending their event comply with the provisions and regulations.

**YOUTH GROUP ORGANISATIONS.** The person or persons signing the booking form on behalf of an organisation in which there are young people under the age 18 shall be responsible for ensuring that all legal checks necessary have been done

Scale of charges with effect from 1 January 2015

Half day (8 am-1pm/ 1 pm-5pm) £30 per session

Full day (8am – 5pm) £60 per session

Evenings (6pm-11pm) £40

If the times of your proposed event do not fit into these session times, please contact the Bookings Officer for a quote.

Signed..... Date.....