

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

Registered Charity No.

Booking Form – regular bookings

Name of hirer:

Nature of function:

Address:
.....
.....

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

Time Hall required:

Dates of hire:
.....
.....

Risk assessment in place: Yes / No

N.B. if charitable function please give details of charity

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 keys and will ensure that the premises are secure on departure.

Please read before you sign. (The person signing must be over 21yrs and will be held responsible for ensuring that conditions of hire are adhered to).

Signed Date

Please return the booking form with deposit to Lynne Anderson, 1
Thames Close, Ferndown BH22 8XA

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Terms and Conditions

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

A **Key Deposit** 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.

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.

Fees

Booking type	Local / charitable organizations or individuals	Statutory / commercial organisations
One off booking	£10 per hour (min. 2hrs per booking)	£15 per hour (min. 2hrs per booking)
Regular booking	£6 per hour (min. 2hrs per booking)	£10 per hour (min. 2hrs per booking)

Deposit: to be confirmed at the time of booking

Cheques should be made payable to **West Moors Scout Group**. Payment can also be made by standing order. Ask for details.

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