

NORTH WOOTTON SCOUT & GUIDE HEADQUARTERS

Station Road, North Wootton, King's Lynn

Booking Form and Terms and Conditions of Booking

Hirer's details.

Name _____

Address _____

Contact Phone Number _____

Email address _____

Organisation (If applicable): _____

Event Details.

Type of Booking (delete as appropriate):

One Off - Uniformed Organisation Overnight – Regular/Recurring Booking

Please describe the event. (eg 40th birthday party – talk and slide show – dance class etc)

Number of people at any one time (and on the event as a whole if different), Uniformed Organisations please indicate the number of Young People separately to Adults:

Date and Times Required. *Please continue overleaf if necessary*

Date

Times (From and To)

Payment

Please include full payment with this form. Bookings are not confirmed until payment in cash is received or funds have been received into our account.

Cheques should be made payable to "The Hall Management Committee".

Rate available via the Booking Charges Sheet

Total Payable £ _____

For Regular/Recurring bookings please indicate the monthly amount as agreed (to be paid one month in advance)

On Departure

Please ensure that the premises and all facilities they are left in a clean and tidy state. Please report any

I apply for use of the facilities detailed above in accordance with the Terms and Conditions overleaf. I understand that charges remain payable if inadequate notice of cancellation is given.

I understand that my booking is not confirmed until I have notification from the Booking Secretary.

I understand that confirmation of any booking is conditional on payment and receipt of this completed form.

Signature _____ Date _____

Booking Charges

General one off Bookings (by the hour)

£20 for the first hour, plus an additional £10 for each subsequent hour, or part thereof.

Overnight events for uniformed Scouting and Guiding organisations

Only applicable to members of organisations belonging to WOSM and WAGGGS

For groups of up to (and including) 15 young people (under 18 years of age)

£30 for a 1 night sleepover (17:00 on Day one to 12:00 on Day two)

£60 for a Weekend/Two night stay (17:00 on Day one to 17:00 on Day Three)

For groups of over 15 young people (under 18 years of age)

The same rates as groups of less than 15 young people apply. But with a supplement for each additional young person, of £2 per night.

e.g. a group of 17 Young people will pay £68 for a Two night stay.

- Flat rate of £60 + £2 supplement x (2 young people x 2 nights)

Overnight events for other organisations

Rates are available on request from the Booking Secretary or Hall Management Committee

Regular / Recuring Bookings

Tailored prices are available, based upon "General one off Bookings". These can be agreed on discussion with the Booking Secretary and/or The Hall Management Committee on an individual basis.

Terms of Use

1. Enquiries for availability should be made via the Booking Secretary
2. Once availability has been ascertained applications for bookings should be made using the “Booking form” available on request from the Booking Secretary or via the Scout Groups Website.
3. The Hall Management Committee reserves the right to refuse any application without stating the reason for doing so and reserves the right to impose special conditions should this be required. Every application must state the nature and purpose for which the facility is required.
4. The Hall Management Committee reserves the right at any time and without previous notice to cancel any booking at short notice upon the terms that the booking fee is refunded in full and that they are not responsible for any loss damage or inconvenience caused by the cancellation.
5. The Hall Management Committee reserves the right to amend these conditions by giving notice in writing to the individual/organisation making the booking (Hirer).
6. The right to use the premises and facilities are not transferable.
7. The Hirer by signing the booking form shall accept and be bound by these conditions. The Premises are not reserved until the booking form is completed and returned.
8. All Hirers shall be over 18 years of age, be on the premises at all times when the public are present, and sign a written undertaking (booking form) to accept responsibility for being in charge. The hirer shall make themselves aware of the full licence conditions, shall carry out safety checks, and where appropriate ensure that all conditions of entertainment licences relating to supervision and management are met.
9. Payment must be made to the Booking Secretary. The current hire rate is laid out in the “Hire Charges”. The time booked should include the time to set up and the clearing up time. Hirers should pay at the time of booking, and the booking will only be confirmed on receipt of the hire fee and signed booking form. Long-term or regular bookings should pay one month in advance. Cheques should be made payable to “The Hall Management Committee”.
10. All cancellations must be in writing to the Booking Secretary. The hirer should where possible give four weeks’ notice of cancellation. Cancellations received less than two weeks in advance to the date of booking will not be entitled to a refund.
11. In any of the following circumstances, namely –
 - a. In respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended;
 - b. In respect of any other property brought on to the Premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring;- The Hall Management Committee may, at its discretion, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.
12. There is an accident book located in the kitchen. A responsible adult must enter all accidents occurring within the hall or grounds into this book at the time of the accident, and inform the Booking Secretary within 24 hours.
13. Although risk assessments are carried out regularly, hirers are advised to carry out their own risk assessments and advise the Booking Secretary of anything that requires attention.
14. The Hirer shall during the hiring be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight and the behaviour of all persons using the Premises whatever their capacity and for ensuring the persons leaving the Premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby Premises.
15. The Hall Management Committee reserve the right to apply limitations when amplified sound systems is used. The Hirer shall ensure at all times that the volume is kept down to a reasonable level.
16. The Hirer will be responsible for ensuring that there is no smoking on the premises.

17. The Hirer will be responsible for ensuring that all chairs and tables and other equipment are returned clean to their storage locations and neatly stacked and that the Premises are left in a clean and tidy state.
18. The Hirer will be responsible for ensuring that all rubbish is removed and disposed of.
19. The Hirer will be responsible for ensuring that all lighting is switched off; the windows shut; the doors locked and the keys returned to the Booking Secretary at the end of the hire.
20. The Hirer will be responsible for ensuring that all advertising, including posters, must clearly display the name of the organisation to benefit from the event, or the promoter's name and address.
21. The Hirer shall be responsible for the expense of making good any damage, breakage or loss and undertakes to pay the Scout Group such costs within seven days of the date of receipt of an itemised invoice.
22. No intoxicating liquor shall be brought onto, sold or consumed on the Premises without the consent of the Booking Secretary.
23. The Hirer and all persons coming into or using the Premises as guests or otherwise in connection with the hiring take the Premises as seen and neither the Hall Management Committee nor any of their officers or agents accept responsibility for any inadequacy or unsuitability of the Premises or for any defects or hazards therein.
24. Where the Hirer is permitted to store equipment in between sessions, it must be stored in such place and such manner as indicated by the Booking Secretary and only for so long as is permitted by the Scout Group subject to payment of the storage charge. No article which is dangerous or unsuitable may be stored
25. The Scout Group accepts no responsibility for any stored equipment or other property brought on to or left at the Premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session
26. The hiring agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer.
27. The Hall Management Committee reserves the right to terminate forthwith any entertainment activity or meeting permitted under the hire which is not in its sole and reasonable opinion properly conducted.
28. The hiring may be terminated by notice given by the Booking Secretary if any fee, storage charge or deposit due under the hiring agreement is not paid on time or any of these conditions are not complied with by the Hirer but without prejudice to any claim by the Hall Management Committee against the Hirer for such non-payment or non-compliance.