

Billingshurst Scout & Guide Headquarters Booking Form

Please read the terms of use (overleaf) before completing in this form.

Event/Group:

Contact Name: Contact Tel:

Number of people:

Room (s) being hired: Use of the Kitchen:

Hire Purpose:

Booking Period:

Day of the week	Date	Start Time	End Time

- Damage Deposit of £50 received **yes/ no**
- Returned / retained- **date:**

RATES:

General Hire including use of the kitchen: £10.00 per hour (minimum of 2 hours hire).

Note: Charges amended April 2017

*(*Please see special terms for the variation of costs for adult parties)*

I have read, understood and agree to comply with the terms of use.

Signature: Date:

Print Name:

Address:

Telephone: Email:

When you have completed the form, please return to 20 Lower Station Road, Billingshurst, RH14 9SX. If you need to contact us,

Please telephone (01403 786609) or email: hall.bookings@1stbillingshurst.org.uk

Billingshurst Scout & Guide Headquarters Terms of Use

We hope you will enjoy using our facilities. To assist you, we have set out below the basis on which the premises are hired. If you need any more information do not hesitate to contact us (contact details are overleaf)

General:

1. Please comply with the hours of use agreed when the room was booked. The hours of use must include time for setting up and clearing away.
2. Those hiring for parties will be asked for a Damage Deposit of £50 (cheque made payable to Billingshurst Scout & Guide Association) at the time of booking. This can be collected from 20 Lower Station Road, after use of the Scout & Guide Headquarters providing no damage has been caused. The full value of the cheque will be retained if damage has occurred.
3. The Hirer is responsible for the appropriate behavior of all persons they admit to the premises.
4. The Hirer shall not use the premises for any other purpose, or at any other times than those specified at the time of the booking and is responsible for obtaining any licenses required by law for their hire.
5. The Hirer will be responsible for all equipment and personal belongings brought onto the premises for the purpose of the booking and any insurance needed is obtained for the purpose of the activity being held.
6. All commercial Hirers will need to confirm they have Public Liability insurance in place at the time of the booking.
7. All electrical items being brought onto the premises will need PAT test certificates.
8. The Hirer will not allow the consumption of alcohol on the premises without written permission.

Normal hourly cost:

1. The cost is £10 per hour - (minimum of 2 hours hire).
2. The cost includes the use of available tables and chairs and kitchen as required for each booking.
3. If the purpose of the hire is for any party or similar entertainment activity, it will be classed as a party.
4. The Headquarters may not be used for the sale or promotion of goods.
5. Parents and immediate family of any Scout or Guide unit will receive a 10% discount.

Children's Parties

1. Children's parties are considered to be the same cost as normal hourly rate but are limited to children up to the age of 11 years. We cannot accommodate parties for children and youths above the age of 11 years.

***Adult Parties:**

1. Room hire for any adult group from age 30 is permitted
2. The normal time for adult parties will be from 18.00 until midnight for both Saturday and Sunday
3. The cost for an adult party is £100. We will ask for a damage deposit of £100 with these bookings.
4. All other terms of hire stated in this document will apply.

Keys:

1. Arrangement for collecting and returning keys will be made at the time of booking

Parking and Noise:

1. Please be aware there are no parking facilities at the Scout & Guide Headquarters, and on-street parking in Lower Station Road is limited.
2. Hirers must ensure that no resident's driveway is obstructed and that all vehicles are legally parked
3. Our buildings are in a residential area and all hirers must consider local residents both during and when leaving the Headquarters.

Fire safety:

1. The maximum capacity of the Headquarters is 150 people
2. The hirer must ensure he/she is acquainted with the fire exits, and the means of use of the fire safety equipment.
3. Fire exits are to be kept unobstructed at all times.
4. Should the fire alarm sound, the building must be evacuated and the fire services called.
5. Smoking is not allowed inside the building, in any area of the Scout and Guide Headquarters grounds.
6. Deep fat cooking is not permitted in the kitchen.

Care of the Headquarters and its content:

1. The use of sticky tape, Blu Tack, drawing pins etc to attach anything to the walls or ceiling is not permitted.
2. Drawing pins may be used on the notice boards, providing no information is moved or damaged and notices giving statutory information must remain visible at all times.
3. All furniture must remain in the building.

Kitchen:

1. If you wish to use the kitchen please indicate this on the booking form
2. All kitchen equipment, crockery, cutlery, utensils and work surfaces must be properly cleaned and dried after use.
3. You must not use any supplies stored in the kitchen (tea, coffee, etc) which you did not provide.

Before leaving:

1. Replace all chairs and tables neatly in their original positions / on storage trolleys.
2. The hirer is responsible for leaving the premises clean and tidy and floors swept.
3. All rubbish must be taken away and nothing left in the bins.
4. Turn off all electrical appliances / equipment at the sockets including kettles.
5. Check that all the toilets are flushed and left clean.
6. Lock all windows and doors.
7. Turn off all lights (Note: all toilet lights are automatically operated).

Thank you – Billingshurst Scouts and Guides.