



## HATFIELD PEVEREL SCOUT AND GUIDE HEADQUARTERS

Church Road, Hatfield Peverel, Essex, CM3 2LD

### Booking Form and Conditions of Hire

<p><b>Hire Details</b></p> <p>Name: _____ Phone: _____ Email: _____</p> <p>Address: _____</p>
<p><b>Event Details</b></p> <p>Description (eg 1<sup>st</sup> Birthday) _____ Estimated Attendees _____</p> <p>Date and Time Required (Continue overleaf if necessary)</p> <p>Date _____ From _____ To _____</p> <p>Date _____ From _____ To _____</p>
<p><b>PAYMENT</b></p> <p>Full payment should be included with this form. Bookings are not confirmed until payment is received. Payment should be forwarded via bank transfer to:</p> <p><b>Sort code: 20-97-40 Acc No 60462233 (Reference "Name/Date of Hire")</b></p> <p>Hourly hire charge is £12 x No. of hours _____ = Total Amount £ _____</p>
<p>As a Hirer of the Hall you must accept all of the following terms and conditions.</p> <p><b>Definitions</b></p> <ol style="list-style-type: none"><li>1. "The Hirer" means the person [whether acting as an individual or on behalf of a group or club] using any part of the Hall or its facilities, having booked it with this form. The hirer must be over 18.</li><li>2. The "Hall" or "Headquarters" is The Scout and Guide Headquarters, Church Road, Hatfield Peverel, Essex. It includes the buildings, any outbuildings, all lawned areas / verges and the car park.</li><li>3. The "Booked Period" means the period on any day reserved for the Hirer. No other rights of entry are given nor implied by this agreement.</li></ol> <ul style="list-style-type: none"><li>• The Hirer accepts that the Hall is run by a committee of volunteers as a charity on a limited budget.</li><li>• The Hall's primary purpose is to provide a suitable meeting place for the scout and guide groups in the village. It's secondary purpose is as a community resource that allows other groups or individuals to hire a hall for their own use. No hiring activity will be allowed to conflict or detract from its primary purpose nor will any activity be allowed that is likely to bring the Hall or the Scout and Guide groups into disrepute.</li><li>• The committee gratefully receives any additional donations and puts these towards the upkeep of the Hall.</li><li>• The committee reserves the right to vary the rates for hire, at any time.</li><li>• In the event of any breach of the regulations, the Hirer may be required to leave the Hall and forfeit the charge paid, but without prejudice to any claim which the committee may have against the Hirer.</li><li>• The committee reserves the right not to hire the Hall to any individual or group.</li></ul> <p><b>Conditions</b></p> <p>The use of the Hall and its facilities is permitted entirely at the Hirer's own risk and the committee shall not be liable for any personal injury to any user, or for any consequential loss due to its use or non-availability for use.</p> <p>The committee does not accept responsibility or liability for any damage to or loss of any property or articles placed or left in the Hall or any part thereof by any of the users.</p> <p>Hirers must ensure that they are fully insured to cover themselves for any claim arising out of injury to the people using the Hall or damage to the Hall or its contents.</p> <p><b>Damage.</b></p> <p>The Hirer shall be responsible for and shall pay to the committee the amount of any damage done during their booking period. This includes any damage to the premises or the fixtures, fittings, furniture or other contents.</p> <p>Any damage to, or faults with the Hall, whether caused by the Hirer or not, should be reported as soon as possible to the booking secretary.</p> <p><b>Booking Period</b></p> <p>The Hirer shall not use the Hall for any purpose other than as described on the form, and shall not sub-hire.</p> <p>The Hirer must ensure that the Hall is left as it is found. All equipment must be returned to its appointed place, and chairs and tables stacked safely. The floor should be swept up and all rubbish taken home. All lights should be turned off. All doors and windows should be securely locked.</p> <p>It is the responsibility of the Hirer to ensure that the Hall is booked for sufficient time to allow set up and clearing away after any event. The booked period is the total time that the Hirer is occupying the premises. If the Hall is being opened up by an appointed keyholder then the times the key holder will be in attendance will be the beginning of the booked period and at the end. Hirers must be ready to leave promptly at the end of the booked period.</p> <p>In order to respect our neighbours, noise levels must be kept to a minimum and in all cases the Hall must be vacated by midnight.</p> <p><b>Health and Safety</b></p> <p>Smoking is not allowed in the Hall or the land immediately surrounding the building. Under no circumstances shall any explosive or flammable substances be brought onto the premises. Emergency Fire exits shall be kept clear of obstructions at all times.</p>
<p><b>Declaration</b></p> <p>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.</p> <p>I understand that my booking is not confirmed until I have notification from the booking secretary.</p> <p>I understand that confirmation of any booking is conditional on payment and receipt of this completed form.</p> <p>I understand that the site does not hold a PRS, PPL or MPLG Licence and I will need to make my own arrangements to meet current laws should I wish to play music or films.</p> <p>I acknowledge that 1st aid kits are not available during the hire and that these should be supplied by me.</p> <p><b>I give permission for you to retain this form for accounting purposes for a period of seven years from the date of signature</b></p> <p>Signature _____ Date _____</p>
<p><b>GDPR</b> – We are processing your data in order to keep records of hiring for accounting purposes. Members of the Scout and Guide HQ Committee have access to this information which is retained for a period of seven years. Should you have any queries regarding the personal information that we retain, please contact the Bookings Secretary.</p>