



## 12<sup>th</sup> EASTLEIGH/ 1<sup>ST</sup> BISHOPSTOKE SCOUT GROUP – HALL HIRING AGREEMENT

Last revision 7<sup>th</sup> July 2012

Please complete all details on both copies of the agreement and return one copy to the Bookings Secretary with agreed payment to confirm booking.

**A.** The Executive Committee (1) agrees to permit the Hirer (2) to use the Premises (3) for the Period (4) and for the Purpose (5) described below.

<b>1</b>	<b>12<sup>th</sup> Eastleigh Scout Group Executive Committee</b>			
(a)	Authorised representative:	Laura Robertson		
	Address	27 Stoke Park Road Bishopstoke Eastleigh Hants SO50 6BQ		
	Telephone:	Mobile: 07549 949687		
	E:mail	Hallhire.12theastleigh@gmail.com		
<b>2</b>	<b>Hirer</b>			
(a)	Name			
	(b)	Organisation (if applicable)		
		Address		
	Postcode			
	Telephone		Mobile	
	E:Mail			
	<i>Note. Person signing must be aged 18 or over and be present at the event</i>			
<b>3</b>	<b>Premises</b>			
	12 <sup>th</sup> Eastleigh Group Scout Hut West Drive, Bishopstoke			
<b>4</b>	<b>Hire Period</b>			
	Date			
	Start time		Please ensure you book enough time to set up and clear away afterwards. All events must terminate by 10.30pm and the hall vacated by 11.00pm	
	End time			
<b>5</b>	<b>Purpose of Hiring</b>			
	Describe event			
	If Birthday Party :	16 <sup>th</sup> /18 <sup>th</sup> 21 <sup>st</sup>	Other	Delete as applicable 16 <sup>th</sup> , 18 <sup>th</sup> and 21 <sup>st</sup> Birthday Parties are permitted only with the express agreement of the Executive Committee.
	Is the event :	Public	Private	Delete as applicable
	How many people do you expect?			Approx

	Are you having a band/disco?	Yes	No	The hirer is responsible for obtaining any applicable licenses that may be required whether from the Performing Arts Society or otherwise and for the observance of the same.
	Is alcohol to be provided at the event?	Yes	No	The consumption of alcohol on the premises is only permitted if duly noted on the Hall Hiring Agreement and agreed by the Executive Committee.
<b>Note. All rubbish must be removed from the premises and disposed of by the hirer.</b>				
<b>6</b>	<b>Fees</b>			
	Hiring fee			The fee is £15.00 per hour.
	Bond (cheques payable to 12 <sup>th</sup> Eastleigh Scout Group, please)	£50		A bond of £50 is required for all events. For all evening events and for 16 <sup>th</sup> /18 <sup>th</sup> /21 <sup>st</sup> Birthday parties and/or events where alcohol is provided, the Bond is £100. The bond will be refunded within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents during the period of hire as a result of the hiring and that all of the Conditions of Hire have been adhered to.

## B.

- 1) The Hirer agrees with the Executive Committee to be present during the hiring and to ensure compliance with the attached “Standard Conditions of Hire” and any “Special Conditions of Hire” that may be set out in the attached schedule, if any. If the Hirer is in any doubt as to the meaning of the attached conditions, the Bookings Secretary should be consulted immediately.
- 2) It is hereby agreed that the Standard Conditions of Hire and any Special Conditions of Hire attached hereto shall form part of the terms of the Hall Hiring Agreement unless specifically excluded.

## C.

I have read, understood and agree to the “Standard Conditions of Hire” and any applicable “Special Conditions of Hire” attached hereto. I confirm that the details given above are correct and that I am 18 years of age or above.

SIGNED by the person named at 2(a) above on behalf of the Organisation named at 2(b) above.

\_\_\_\_\_ Date \_\_\_\_\_

SIGNED by the person named at 1(a) above on behalf of the 12<sup>th</sup> Eastleigh Scout Group Executive Committee

\_\_\_\_\_ Date \_\_\_\_\_

## **12<sup>th</sup> EASTLEIGH/ 1<sup>ST</sup> BISHOPSTOKE SCOUT GROUP – STANDARD CONDITIONS OF HIRE**

Last revision 7<sup>th</sup> April 2011

- 1) THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
- 2) THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or any insurance policies in respect thereof. The consumption of alcoholic liquor on the premises is only permitted if duly noted on the Hall Hiring Agreement and agreed by the Executive Committee.
- 3) THE HIRER shall be responsible for obtaining such licenses as may be needed whether from the Performing Right Society or otherwise and for the observance of the same.
- 4) THE HIRER shall be responsible for ensuring that NO SMOKING takes place in or around the premises and that consumption of alcohol, where permitted, is kept to sensible levels.
- 5) THE HIRER shall ensure that all people attending the function for which the premises has been hired show due respect to our neighbours, specifically ensuring that noise is kept to a minimum after 10.30pm and that the premises is vacated by 11.00pm. The Hirer should also ensure that people attending the function park sensibly and do not use the grass verges in West Drive for parking.
- 6) THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- 7) THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
- 8) IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
- 9) AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge. All rubbish is to be removed from the premises and disposed of by the Hirer. Please ensure all lights are switched off and heating has been re-set as instructed.
- 10) IN THE EVENT of the Hut or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

## **12<sup>th</sup> EASTLEIGH/ 1<sup>ST</sup> BISHOPSTOKE SCOUT GROUP – SPECIAL CONDITIONS OF HIRE**

**The following applies to those hiring the Hut on a regular basis:**

- 1) IN THE EVENT of the hut being required from time to time to be used for Scouting Activities during the normal hiring period, provided notice of at least four weeks is given, such Scouting activities will take precedence.
- 2) IN THE EVENT of there being any adverse effect on Scouting Activities as a result of the hut being hired to the Hirer, the agreement will be terminated.
- 3) IN THE EVENT of the Hirer not requiring the hut for a previously booked session then they will advise the booking secretary in writing, giving at least two weeks notice, in order for the hire fee to be waived for said session. Non-notification within the time period will result in the fee being charged.
- 4) A THREE MONTH "probation" period will exist from the first date of hire after which time both parties must agree that the agreement can continue for the foreseeable future.