



## 1<sup>st</sup> Burnham-on-Sea Scout Group Conditions of Hire

### Application for Hire

All applications for hire must be made in writing and should be made using the web form on this [link](#) or go to [www.burnhamonseascouts.org.uk](http://www.burnhamonseascouts.org.uk) and to the event hire form.

Provisional acceptance of a booking will only be held for a period of two weeks. If not confirmed by the return of a signed booking form and non-refundable deposit at the end of this period, the date may be released.

An additional fee is payable by the Hirer for each hour or part of an hour that the facilities are retained by the Hirer from the expiry of the contractual period until the Hirer has returned control to the Group representative ready for use by a subsequent Hirer. The additional fee is calculated pro rata to the total fees paid or payable for the contractual period to the nearest complete hour.

### Payment

A non-returnable deposit of 25% (£10 minimum) per booking is required, which will be deducted from the overall cost of the booking. Deposits must be received within 14 days of the provisional booking being made - otherwise the booking will lapse. The final payment is due one month before arrival at the Scout Hut.

### Cancellation of Hall Bookings

If the Hirer wishes to cancel the booking then the following charges will be applied:

Up to 28 days	No charge
28 to 14 days	50% of the total cost will be charged
14 days or less	100% of the total cost will be charged

The Hall Management Committee reserves the right at its absolute discretion to refuse the admission or to evict any person from the facility. The Hall Management Committee reserves the right of entry to any of its employees and trustees at all times to the facility hired.

However, if cancellations are made by 1<sup>st</sup> Burnham-on-Sea Scout Group then there will be no charge applied to the Hirer. Cancellation must be made in writing and will become effective from the date received by the Group.

### **1<sup>st</sup> Burnham-on-Sea Scout Group**

1<sup>st</sup> Burnham-on-Sea Scout Hut, BASC Ground, Burnham-on-Sea Somerset TA8 2BS

Email: [info@burnhamonseascouts.org.uk](mailto:info@burnhamonseascouts.org.uk) Website: [www.burnhamonseascouts.org.uk](http://www.burnhamonseascouts.org.uk)



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Edition 1 – 15/04/2017

## Additional Hall Usage by 1<sup>st</sup> Burnham on Sea Scout Group

If the Scout hut is required by the Scout Group for extra scouting activities e.g. a weekend camp which would be when a regular hirer would normally use the hall we will give the hirer two weeks notice of this change.

## Local Emergency Disasters

1<sup>st</sup> Burnham on Sea Scout Group reserves the right to cancel the hire at short notice due to an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disaster.

## Supervision

The hirer shall during the period of the hiring be responsible for supervision of the premises and the contents. Any damage of the hall or contents however slight must be reported to the Group at the end of that hall hire. The hirer shall make good or pay for all damage including accidental damage to the premises or to the fixtures, fittings or contents and for loss of contents.

## Capacity & Safety

The Committee has taken advice from the relevant authorities with respect to the maximum number of people admitted to any function in the Hall. The Hirer must not exceed the following maximum number of occupants:

Main Hall -	150
Meeting Room –	20
Kitchen –	17

## Use of Premises

The hirer shall not use the premises for any purpose other than that was agreed when booking the hall 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 or bring onto the premises anything that may endanger the same or render invalid the insurance policy.

## Alterations & Fixings

The hirer shall not carry out any alterations to the building, nor fix or cause to be fixed any apparatus, equipment, notice or decoration or adhesive material without the previous written permission of the Hall Management Committee.

## Smoking

1<sup>st</sup> Burnham-on-Sea Scout Group operates a smoke free (this includes vaping and e-cigarettes) policy throughout the whole building and in the grounds of the fence. All guests are advised to smoke away from the gates and over by the lamp post in the car park.

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## Animals

Due to the BASC Ground where the scout hut is situated there is a strict no animal (except guide dogs) policy within the grounds.

## Licences

The hall does not have an alcohol nor music licence. The hall hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor or in respect of public performances.

## Health and Hygiene

The hirer shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. And must ensure that all spillages are cleaned up and the building is returned to the state that you would expect to find it.

## Electrical Appliance Safety

The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner.

## Car Park

Patrons using the car park do so at their own risk and 1<sup>st</sup> Burnham-on-Sea Scout except no liability for any damage caused. All people using the car park must park considerably to other drivers and must not park on the double yellow lines. The metal gates must not be blocked at any time as constant access required and to allow the emergency services access.

## End of Hall Hire

The hirer shall be responsible for leaving the premises in a clean and tidy condition. Any rubbish to be taken away with the hall hirer. Please ensure toilets have been flushed and all lights have been turned off. The overhead heaters in the main hall must be switched off. All internal doors to be shut. Please ensure that the fire door in the hall is securely shut and the front door is locked. All gates to be shut and securely locked.

## Equipment

1<sup>st</sup> Burnham-on-Sea Scout Group accepts no responsibility for any equipment brought in or left at the premises and all liability for loss or damage is hereby excluded.

**The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.**

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