

## **BOOKING CONDITIONS**

### **Bookings**

1. Only a person aged 18 years or over can make a booking. Where a booking is being made on behalf of an organisation, an officer from that organisation must sign the booking form.
2. A completed form must be submitted together with the necessary deposit. The balance must be paid at least four weeks before the event.
3. Block bookings must be paid monthly. Four weeks' notice must be given for any cancellation of a booking otherwise the full payment will become due.
4. The Scout Centre Sub Committee of the Havant District Scout Council (HDSC) reserves the right to refuse inappropriate bookings.

### **Insurance**

5. The hirer shall indemnify the Scout Centre Sub Committee of the HDSC and the HDSC against all claims arising as a result of their use of the premises and ensure that adequate insurance is in force to cover this.
6. Hirers must ensure that adequate insurance is in force for the activity concerned, and where sporting or martial arts are involved, must provide proof of their qualification and appropriate insurance cover.

### **Health & Safety**

7. The hirer shall ensure that a responsible adult is appointed to oversee fire and personal safety of all users of the building for the duration of the hire, including -
  - a. The hirer should ensure that they are familiar with the alarm system in the building
  - b. The hirer should familiarise themselves with the emergency exits from the building
  - c. The hirer should ensure the care of those with additional/special needs
8. Any incidents within the building, including the provision of first aid, must be recorded and reported to HDSC.
9. It is the hirers responsibility to ensure that any electrical equipment brought into the building has been appropriately tested (e.g. PAT) before use. HDSC accept no responsibility for use of the equipment by the hirer.
10. The hirer must ensure that no naked lights or flammable liquids are used or left on the premises.
11. All emergency exits and passageways must always be kept clear
12. The number of persons is restricted to 60 (sixty).
13. Smoking or vaping is not allowed on the premises.
14. Nothing is to be placed over or in front of the heaters.
15. All waste/rubbish is to be placed in the wheeled bin adjacent to the front gate.

### **Entertainment**

16. No literary, dramatic, musical, film or video work may be given on the premises without obtaining all the necessary copyright, theatre, film, video and public entertainment licences, nor without the approval of the Scout Centre Sub Committee of the HDSC.

17. The hirer is responsible for obtaining all the necessary licences and approvals and must be shown to the Scout Centre Sub Committee of the HDSC.
18. The hirer shall indemnify the Scout Centre Sub Committee of the HDSC and HDSC against any claims resulting from failure to obtain approvals or licences or from any non-compliance with the same.

**Alcohol**

19. No alcohol is to be sold on the premises.

**Storage**

20. Nothing is to be stored or left on the premises, and the Scout Centre Sub Committee of the HDSC accepts no responsibility for any items left on the premises.

**General**

21. The hirer agrees only to use the accommodation for the purpose declared and must ensure that no disturbance is caused to other users or local residents.
22. The hirer is responsible for the supervision and protection of the premises during the period of hire and will be responsible for paying for any damage.
23. The premises are to be vacated promptly at the end of the agreed period and left as found.
24. The building is to be secured in accordance with the guidance located by the main exit door.
25. No posters, placards, decoration etc. may be affixed to any surface without approval in writing of the Scout Centre Sub Committee of the HDSC.
26. The hirer shall not assign the benefit of this hire agreement nor share the use with any other person, individual or organisation without the express approval in writing of the Scout Centre Sub Committee of the HDSC