

1st PLACE – Confirmation of Booking and Conditions of Hire



1st Place is the home of the First Winchester Scout Group. When you hire the hall, you take control of the entire site including large hall, kitchen, toilets and grounds. As controller of the site for the duration of your use you will be bound by the conditions of hire (see below)

Details of Hirer

Full Name:

Home Address:

Home Telephone Number:

Mobile Telephone Number:

Email:

Details of hire

Date:

Times:

(include enough time for setting up and clearing away)

Type of Activity/Function:

Payment/Deposit

Hire payment due: £

A deposit of £50 is additionally required, which will be returned once inspection of the hall confirms that there is no damage to the hall or its contents. Please make this payment separately so it may be easily returned. Cheque is the easiest method, please make payable to 'First Winchester Scout Group' (please note it is NOT '1st Winchester...')

All payments are to be made in full at least 10 days before the event.

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1st PLACE - CONDITIONS OF HIRE

There will be no admission to 1st Place prior to the time booked.

During the period of your booking you have exclusive right to access and use the building. All visitors to the building are at your discretion and are entirely your responsibility.

Smoking is not permitted anywhere on the site.

The Opening Up and Closing Up procedure must be fully complied with. A copy can be found by the main doors and in the Hall User's Guide. You will be given one key which will open the main door. All other keys to doors you are eligible to access will be found in the Key Cupboard in the Kitchen. Any doors that are locked and for which there is no key, you are not eligible to open. This includes the Stores at the end of the Hall and the Office.

The hirer will be responsible for leaving the hall, toilets, lobby, kitchen, and grounds in an “as found” condition. This will include all fittings, equipment, crockery and cutlery in the Kitchen. Cleaning equipment can be found in the cleaning cupboard. All rubbish must be taken to the bin outside in front of the garages. Any rubbish that doesn't fit into the bin needs to be taken away with you. You will need to provide your own bin bags. All chairs should be stacked as you find them in the Chair/Table cupboard.

All noise levels are to be kept within reasonable limits for the benefit of our neighbours (as we are in a residential area).

The playgroup equipment kept in the play area behind the Hall shall not be used or moved without prior permission.

Any damage deposit paid will normally be returned within one week EXCEPT in the event of any damage to the Hall or equipment. The extent and cost of such damage will be agreed as soon as possible and will be deducted from the Deposit and the balance will then be refunded. If the cost of the damage exceeds the Deposit then the Hirer will immediately pay any balance to First Winchester Scout Group.

If the Hirer has made this booking through another organisation (as a member), then that organisation shall be ultimately responsible for any damage caused as referred to in these Conditions.

Many thanks for your co-operation and we hope you have an enjoyable event.

First Winchester Building Operating Subcommittee, on behalf of First Winchester Scout Group Executive Committee.

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Declaration:

I understand that I will be responsible for any loss or damage to the Hall, of any property stored in or belonging to the Hall, incurred during the above times or during occupation if different.

I will also be responsible for the behaviour, in the Hall or it's grounds, of young people of 18 years or under.

I agree to abide by the Conditions of Hire above.

Signed:

Date:

Mailing List

We intend to start a mailing list to keep all hall users informed of events or special offers relating to hall hire/usage that may be of interest. This will use the 'Mailchimp' service (or similar), to enable you to easily unsubscribe should you wish to. Obviously your email address would not be given to any other recipients.

Please check the box if you would be happy to receive these infrequent emails.

For Office Use Only

Date deposit received:

Date hire fee received:

Inspection date:

deposit returned/cheque destroyed: