



1st Wormley Scout and Guide Group

Cozens Lane West, Broxbourne, Hertfordshire, EN10 6QL

Registered Charity: 274758

bookings@1stwormley.org.uk

Terms and Conditions of Hire

1. This agreement is between the person/persons signing this form (known hereafter as the "Hirer") and the "1st Wormley Scout Group Council" (the Group).
2. The Hirer shall accept full responsibility for the following of these Conditions of Hire and for the prompt payment of all monies due to the Group as set out in the Hire Agreement.
3. The Hirer must be a responsible adult over the age of 21 and will act as guarantor and must be responsible for orderly behaviour at all times. The Hirer must always be at the premises during the period of hire.
4. The Hirer shall not use the premises for any other purpose than that specified in the Hire Agreement.
5. The Group reserves the right to refuse or cancel a booking without a reason being stated. The Group shall not be liable to the Hirer for any closure of the premises or interruption of the letting due to any event beyond their control.
6. A Booking Deposit of 10% of the hire charge if requested must be made within 7 days of a booking being made. The remainder of the hire charge must be made no later than 7 days before the start of your hire or by arrangement with the hall booking secretary.
7. Should The Group see fit, a Refundable Damage Deposit of £100 must be paid by the Hirer at the same time as payment of the balance of the Hire Charge is made.
8. Any damage caused to the premises or grounds, or breakages or loss of equipment or property shall be made good by the Hirer or by the Group at the expense of the Hirer.
9. The Group will be under no liability in respect of the damage or theft or loss of any equipment or personal belongings whatsoever brought onto the premises by the Hirer or any persons enjoying the use of the premises for the purpose of the booking.
10. The Group shall not be responsible for injury to any person, or for the loss or damage to any property belonging to any person using the Hall premises or grounds. All accidents must be reported at the end of hire using the end of hire checklist.
11. The Group are anxious at all times to act as good neighbours towards the surrounding community and, with this in mind, all music must cease at 10pm. The Hirer must undertake to avoid any excessive noise - particularly amplified music - which would annoy neighbours. The Hirer must also undertake to avoid noise and disturbance to neighbours when leaving the Hall and Car Park at the end of the hiring. If the use of amplified equipment, or if late night entertainment is to occur this should be requested in advance and reserves the right to cancel a booking under clause (5) of these terms of hire.
12. No intoxicating liquor shall be sold on the premises or grounds. The Hirer shall at all times be responsible for the conduct of those aged under 18 with regard to the consumption of alcohol.
13. The Hirer agrees to observe all the fire precautions and shall not at any time obstruct or cause obstruction of any gangway, corridor, entrance or exit. Highly flammable substances

are not permitted in the Hall and chairs and tables should not be left in front of the radiators.

14. The Fire Brigade should be called to any outbreak of fire, however slight, and the incident reported to the Group.
15. Smoking is not permitted by law in any part of the HQ building.
16. An authorised representative of the Group shall have the right of access to the premises at all times and the Hirer shall comply with all instructions of the Group member or other authorised person, whether verbal or written.
17. The Hirer is responsible for the security of the HQ at all times during the period of hire and with this in mind The Hirer agrees to ensure that the premises are not left unattended during the period of the booking.
18. The Hirer is responsible for ensuring the HQ is left in an acceptable state, that all turned off, that the thermostat is set to 15 degrees and that the doors and windows are closed securely. All rubbish must be placed in the outside bin or removed from site if the bin is full. The Chairs and tables etc must be put back where they were found. Group reserves the right to impose additional hire charges or withhold security deposit if the HQ is deemed to have been left in an unacceptable standard. An 'End of Hire Checklist' will be provided detailing the condition the hall will need to be left in.
19. No dogs on site.
20. 1st Wormley Scout Group Council reserves the right to revise these conditions or the hire charges at any time.