

5th Cheadle Hulme Scout & Guide Hut Booking Form

Premises	5th Cheadle Hulme Scout & Guide Building
Hire date:	
Times Required:	
Reason for hire:	
Contact Details:	
Name:	
Phone number:	
Email address:	
	I have read and agree to the Conditions of Hire. <input type="checkbox"/>
Signed	

Useful information

Turning the electrics on: As you enter the building on your right is a metal cupboard which contains the building power switch. If you unbolt the door and open it you will see a red switch will need to be flipped up. Once switched on all the building electricity will be active. Please lock the door after you have turned the switch on. The electricity will need to be turned off on vacating the building as well.

Wall heaters: There are 8 wall heaters in the main hall and are controlled by switches. These can be used and heat up very quickly. Please make sure they are all turned off on vacating the building.

Fire extinguishers: These are for use in an emergency only and are regularly maintained and checked by the local fire service. Please ensure they are not touched or damaged by any persons during the Hire period. There is also a fire blanket in the kitchen. Please refrain from using the fire door at the end top end of the hall as it is for emergency use only.

Kitchen: Includes use of microwave, small fridge and Kettle which may be used at your own risk. There is a cupboard labelled building contents which contains crockery and may be used by the Hirer. Please wash and put away after using these. Please note you will need to bring your own Tea Towels.

Water heater: There is a water heater in the kitchen cupboard below the microwave, instructions to use this heater are shown next to its location.

Stock cupboard: The use of the chairs and tables are included in the hire agreement. They are pictures located in the stock cupboard as to where they must be put back and how high to stack them. There is also sweeping brushes ect.. located in the cupboard.

Terms and Conditions of Hire

Insurance

The hirer must protect the owners against all losses while they are in charge of the premises. This includes damage to the premises or any property belonging to the owners and against all claims made by any person for personal injury or loss of or damage to any other property arising out of the hiring and caused by negligent act, error or omission of the hirer, or members, entertainers or guests of the hirers. If you have hired an entertainer or a company to provide you with any equipment, such as a bouncy castle or soft play, they should be able to provide you with a copy of their Public Liability Insurance.

If you are not having an entertainer or company providing you with equipment, the hirer must take out and maintain an insurance policy covering third party liability, including all liabilities referred to above, for a limit of indemnity of not less than £5,000,000 (five million pounds) in force for the period of hiring. The Hirer must produce proof of the policy attached to this form whether it is from your own insurance or a copy of the Entertainer/ company you have used.

Electrical Equipment

Any electrical equipment you or an entertainer brings to use at the building, must have a current PAT certificate, shown to us before the party. We advise you check that any entertainer you book, has public liability cover.

Keys

Keys may be collected from the authorised representative for the Venue, Claire or Gwyn, by arrangement prior to the day of the hire date. The keys must be returned immediately after the end of the hiring. Please contact Claire via email (detailed on the hire agreement) prior to the booking date to arrange a pick up and drop off time agreeable to both the hirer and the authorised representative.

Payment

The Hirer will pay at the time of booking or no later than six weeks before the hire date. The payment can be made by cheque, cash or bank transfer. The cost of hiring the hall will be £70 for the first 3 hours and then £10.00 for each additional hour after that.

Hire

The hall must not be used for any other purpose other than the one stated on the booking form. No alcohol may be sold on the premises and we have a no smoking policy, smoking is not permitted in any part of the building or in the car park. The use of candles (other than birthday cake candles) and smoke effect machines are not permitted.

Parking

The hire of the premises does include the use of parking facilities. 5th Cheadle Hulme Scout and Guide Building would ask you take care when entering and exiting the Car Park and take into consideration other people walking from their cars. Please respect the speed limit of the Car Park 5 mph.

Included in hire

The hire of the building includes use of the main hall, kitchen and toilets (one disabled). The use of the kitchen includes use of crockery and facilities for making beverages and light refreshments. Please note, for safety, children are not permitted in the kitchen.

Building Capacity

The maximum number of people permitted in the building at any one time is currently 30.

Vacating the premises

Please leave the hall, toilets and kitchen clean and tidy before you vacate the building. In particular we ask you to ensure that the floor is swept, tables are wiped clean and chairs are stacked as per the direction included in this information pack.

Rubbish

All rubbish generated by the Hirer needs to be taken off the premises as we do not have a black bin collection. Recycle Bins are located at the front of the Building and Building Hirers are welcome to recycle where possible. Should non recyclable items be found in the recycle bins after the Hire Period we may charge for the cleaning and removal of such items.

Emergencies

In anticipation of an emergency it is the Hirer's responsibility to ensure that he knows the location of first aid kits, stopcocks, the nearest hospital and the like. First aid kit is located in the Kitchen and stopcocks in the single toilet.

Damages

Any damage or breakages must be reported and all hirers will make good or pay for any damage (including accidental damage) to the building, fixtures, fittings or contents. Hirers must give contact details of a responsible person who will take responsibility during the hire period and complete the booking form attached and return to the Hall secretary, Claire - parties.5thscoutandguides@gmail.com