

**HIRE OF SCOUT RIDGE, BANSTEAD RD, BANSTEAD**

Name of Hirer: .....

Address: ..... Post Code: .....

Tel No: (Home) ..... (Work) .....

Date of Hire: ..... Deposit/Fee Enclosed: £ .....

If the hire is on a regular basis, please give details: .....

.....

Times of Hire: From: ..... To:.....

Facilities required: Please Tick

- |                       |                          |
|-----------------------|--------------------------|
| Main Hall             | <input type="checkbox"/> |
| Meeting Room          | <input type="checkbox"/> |
| Main Kitchen          | <input type="checkbox"/> |
| Kitchen & Cooker      | <input type="checkbox"/> |
| BBQ Equipment         | <input type="checkbox"/> |
| Climbing / Abseiling* | <input type="checkbox"/> |

Purpose of Hire: .....

Will Hirer be present throughout letting: Yes/No

If not, please give name and telephone number of person who will be responsible throughout letting:

Name: ..... Tel: .....

Declaration

I have read the RULES, TERMS & CONDITIONS OF HIRE as listed overleaf and agree to abide by them.

Signed: ..... Date: .....

**Please return completed form together with appropriate deposit to the Bookings Officer: Colin Griffiths, South Lodge, Dunnymans Road, Banstead, SM7 2AN**

**Cheques made payable to: 3rd Banstead Scout Group**

**Note: To keep costs down we do not automatically send out confirmation letters of bookings. If you require a confirmation letter please send a S.A.E. with your booking form and fee. This confirmation letter does not supersede terms and conditions on booking form. Thank you for your help in this matter**

**3rd Banstead Scout Group  
(hereafter known as the Group)**

**Hirer**

**(hereafter known as the user)**

**Terms and Conditions for the use of Scout Ridge,  
Banstead Road, Banstead, Surrey  
(hereafter known as the site/premises)**

1. The entire premises and site are a NO SMOKING area and all users must strictly observe this.
2. Donations to the Group for the use of the premises must be paid in advance. Regular users are required to pay each month before the end of the previous month.
3. The premises must be left in good order and floors should be swept prior to departure. Toilets should be flushed before departure.
4. There is no refuse collection from the site, therefore the user must remove all rubbish.
5. The premises may only be occupied for the time agreed and late departures will require an additional payment. There will be a damage deposit levied( payable in cash and returnable after inspection by the Booking Officer)
6. Entry keys are for the use of hirer only and must not be passed or transferred to any other person(s) without the prior agreement of the booking officer.
7. The hirer, or agreed nominated representative, must be present during the agreed period of occupancy. Responsibility cannot be transferred to another person(s).
8. No intoxicants may be brought onto or consumed on the premises without the prior consent from the Booking Officer.
9. No animals may be brought onto the site without the prior consent of the Booking Officer.
10. All tables and chairs used must be returned to the storage areas after use.
11. Use of the stage is by prior agreement and must be returned to the storage area after use.
12. No use may be made of the climbing wall or abseiling wall without prior consent of the Booking Officer, and without a qualified instructor being present at all times. Copies of qualifications must be submitted at the time of booking.
13. The Group holds Public Liability Insurance cover for itself. Users are required to take reasonable care to ensure no accidents occur within the site boundaries. Consideration should be given by non-scouting users to the need to take out insurance cover if their activities could give rise to claims.
14. Any accident, which occurs during use of the premises, must be notified to the Booking Officer within 24 hours of hire. Confirmation of events may be required in writing.
15. Kitchen/Servery use. The Group takes no responsibility for any adverse infections, illness, reactions, or such like during the preparation, serving or consumption of any food products.
16. Any loss or damage to the premises must be reported to the Booking Officer. Charges may be levied for any damage attributed to hirer.
17. Use of music, dancing , stage plays etc are possible only if the entertainment is for a closed organisation or where admission is by invitation only. Care must be taken to avoid infringement of copyright. An Entertainment Licence may be required for other uses.
18. Priority in the use of the premises is always given to scouting activities. Reasonable notice will be given to regular users on occasions when the premises will not be available, except in emergency situations. The Group reserves the right to cancel any arrangement if there are circumstances that make this necessary.

**Hirers are required to agree to the above conditions before confirmation will be given for use of the premises. Submission of a booking form, deposit or payment for hire is deemed by the Group as acceptance of these conditions by the hirer or their agent.**

**The Group Executive  
3rd Banstead Scout Group**