

17th St Albans Scout Hut Booking Form



Contact: committee@17thstalbansscouts.org.uk

Charity No: 302576

Hirer's Name	
Organisation (where applicable)	
Address	
Email	
Phone Number	

Description of Hire	
Frequency	
Day and Date (If a regular hire, provide the start date)	
Time	From: _____ To: _____
Hourly Rate (if applicable)	£ _____
Storage Costs	£ _____
Total Cost Per Hire/Per Month (Delete as applicable)	£ _____
Payment Date and Method	
Terms and Rate Review Date	

I confirm that I have read and understand the following documents:

- Hut Hire Terms and Conditions
- 17th St Albans Scout Group Hut Risk Assessment

(Bookings will not be accepted unless the above are confirmed)

Signature of Hirer	
Date	

Booking Confirmed By	
Date	

17th St Albans Scout Group

Hut Hire Terms and Conditions



CONDITIONS OF HIRE

The Group reserves the right to cancel or refuse a booking without a reason being stated. Scouting demands have an overriding priority such that, whilst these are usually planned well in advance, there may be rare occasions when it is necessary to cancel a hiring at short notice. In these circumstances all hire charges paid will be refunded.

The person signing the Booking Form shall be known as 'The Hirer'.

The Hirer must not use the premises for anything other than that stated on the booking form. Sub-letting or other transfer of the booking is strictly prohibited.

The Hirer (or nominated adult, whose name and address must be provided to the Group prior to the event) shall be present during the whole period of the booking.

The Hirer is responsible for the safety and conduct of attendees, the security of the hall and its contents during the period of hire.

The Hirer is responsible for ensuring all attendees abide by hygiene and safety measures.

The hirer is responsible for reading and complying with the 17th St Albans Scout Group Scout Hut Risk Assessment.

The maximum number of people using the Scout Hut shall not exceed 100.

The Scout Group have a number of storage rooms on site. On occasion, these rooms may need to be accessed by a member of the Scout Group who will announce themselves on arrival, and not interfere with the existing hirer onsite.

The Hirer is responsible for any damage that may be done to the structure, fabric, furniture and fittings during or in consequence of the hiring. In the event of any such damage, the Group may make it good and the Hirer, by the acceptance of the hiring subject to these conditions, shall be deemed to have undertaken to pay the cost of any such restitution.

The Hirer must report any damage to the Group at the earliest possible opportunity.

No nails, tacks or screws are to be driven into any walls, floors, fittings or furniture. In order to preserve the decoration, please sympathetically decorate without using adhesive substances such as blue tack or sticky tape. All decorations must be removed from the site at the end of the booking.

The Hirer must accept full responsibility for ensuring that the premises are left in a clean and tidy condition at the end of the hire period. Tables must be wiped down and any furniture moved must be returned to its original position. Any outside space used must be left tidy and all locations must be left free of any waste and waste bags.

All events must cease no later than 9.00pm unless permission has been given by the Group. This is out of respect to local residents.

The Hirer must ensure that they bring sufficient black bags for any rubbish generated during their hire. All waste must be removed from site at the end of the hire.

All toilets must be flushed and left in a clean and tidy manner for the next hirer.

The Hirer is responsible for leaving the premises in a secure manner by ensuring that all windows are shut, lights are switched off, and doors and the gate are locked.

No Smoking or Vaping is permitted in any part of the premises.

No Fireworks are allowed in any part of the premises unless agreed with the Group in advance.

No naked flames (with the exception of cake candles) are permitted in any part of the premises, BBQs are only allowed if permission has been given in advance by the group.

No animals are permitted on site, except guide dogs.

The fire doors into the main hall must be closed fully at the end of the hire session, do not leave on the latch.

As the kitchen is not licensed by the Environmental Health Authorities it must not be used for cooking from raw ingredients. It may be used for re-heating previously prepared food or for keeping it hot only.

Alcohol: The premises are not licensed. Anyone wishing to sell alcohol must hold a licence and share the details with the Hall Administrator in advance. Any waste including bottles, cans and glasses must be removed offsite by the hirer.

The Group accepts no responsibility for illness, accident, injury or death to any person resulting from their own negligence or negligence of the Hirer, or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises during the hire period. The Hirer undertakes to indemnify the Group and to keep it indemnified in receipt of any liability to third parties or otherwise arising out of their use of the hut.

Regular hiring groups, that need appropriate Public Liability Insurance for their activities - this should include a minimum underwriting of £2,000,000 - must provide a copy of the Insurance Certificate to the Group on an annual basis.

With the exception of pre-existing arrangements, the Group is not able to store any hirers' property. The Group's Contents Insurance does not cover any equipment brought onto the site by hirers. All equipment and materials, which should be covered by the Hirer's own insurance, if appropriate, must be brought by the Hirer on each visit and removed at the end of the hire period.

The onsite car park is only available for the duration of the booking. Please note: cars are parked entirely at the owner's risk. The Group accepts no responsibility for their safety and security. Additional parking is available on the surrounding roads, please be considerate to the local residents and park responsibly.

Access is by means of a four-digit code given by the Hall Administrator prior to the event, only when all monies have been received.

Please do not arrive earlier or leave later than your agreed time slot (unless agreed in advance with the Group) as this may impact other hirers and their safeguarding policies.

All hirers are responsible for the safeguarding of children and vulnerable adults during their use of the hall.

CHARGES AND DEPOSITS:

The minimum booking period is one hour.

To secure the date/time, full hire payment is due when the booking is made (or as stated on the booking form). We do not accept cash and payment should be made via bank transfer.

Failure to comply with any of the terms and conditions may result in contact from the Group to discuss further payment to cover the cost of any damage incurred.

CANCELLATION POLICY:

If you have to cancel your booking:

Within two weeks prior to use of the venue: No refund will be given

Two weeks - one month prior to use of venue: 50% of hire amount will be refunded

Over one month prior to use of venue: 100% of hire amount will be refunded

Refunds will be processed within 15 working days.

There are no charges for rescheduling dates.

Wi-Fi Terms & Conditions

This agreement sets out the terms and conditions on which wireless internet access (“the Service”) is provided to you, a hirer of the 17h St Albans Scout Group hut.

1. Extent of the Service

1.1 We do not recommend in particular the use of any websites (or other internet related services) (“Internet Services”) and your use of Internet Services is carried out entirely at your own risk.

1.2 We have no responsibility for, or control over, the Internet Services you access and do not guarantee that any services are error or virus free.

1.3 We have no responsibility for, or control over, the information you transmit or receive via the Service.

1.4 Save for the purposes of network diagnostics we do not examine the use to which you put the Service or the nature of the information you send or receive.

1.5 We do not guarantee:

1.5.1 the availability of the Service;

1.5.2 the speed at which information may be transmitted or received via the Service; or

1.5.3 that the Service will be compatible with your equipment or any software which you use.

1.6 Whilst we take reasonable steps to ensure the security of the Service and to prevent unlawful access to information transmitted or received using the Service, we do not guarantee the security of the information which you may transmit or receive using the Service or located on any equipment utilising the Service and you accept that it is your responsibility to protect your information and have adequate security (in terms of equipment and procedures) to ensure the security, integrity and confidentiality of your information and data.

1.7 We reserve the right at all times to withdraw the Service, change the specifications or manner of use of the Service, to change access codes, usernames, passwords or other security information necessary to access the service.

2. Your Use of the Service

2.1 The password will be share with the hirer. This should only be shared with adults who need to access the wifi service during the hire period. The password must not be shared with anyone under 18 years old.

2.2 You must not use the Service to access Internet Services, or send or receive e-mails, which:

2.2.1 are defamatory, threatening, intimidatory or which could be classed as harassment;

2.2.2 contain obscene, profane or abusive language or material;

2.2.3 contain pornographic material (that is text, pictures, films, video clips of a sexually explicit or arousing nature);

2.2.4 contain offensive or derogatory images regarding sex, race, religion, colour, origin, age, physical or mental disability, medical condition or sexual orientation;

2.2.5 contain material which infringe third party’s rights (including intellectual property rights);

2.2.6 in our reasonable opinion may adversely affect the manner in which we carry out our business; or

2.2.7 are otherwise unlawful or inappropriate;

2.3 Music, video, pictures, text and other content on the internet are copyright works and you should not download, alter, e-mail or otherwise use such content unless certain that the owner of such works has authorised its use by you.

2.4 We may terminate or temporarily suspend the Service if we reasonably believe that you are in breach of any provisions of this agreement including but not limited to clauses 2.1 to 2.3 above.

2.5 We recommend that you do not use the service to transmit or receive any confidential information or data and should you choose to do so you do so at your own risk.

2.6 The Service is intended for consumer use only. In the event that you use the Service for commercial purposes we would specifically refer you to clause 5.2 below.

3. Criminal Activity

3.1 You must not use the Service to engage in any activity which constitutes or is capable of constituting a criminal offence, either in the United Kingdom or in any state throughout the world.

3.2 You agree and acknowledge that we may be required to provide assistance and information to law enforcement, governmental agencies and other authorities.

3.3 You agree and acknowledge that we may keep a log of the Internet Protocol ("IP") addresses of any devices which access the Service, the times when they have accessed the Service and the activity associated with that IP address.

3.4 You further agree we are entitled to co-operate with law enforcement authorities and rights-holders in the investigation of any suspected or alleged illegal activity by you which may include, but is not limited to, disclosure of such information as we have (whether pursuant to clause 3.3 or otherwise), and are entitled to provide by law, to law enforcement authorities or rights-holders.

4. Our Use of your Information

4.1 Subject to clauses 3.3 and 3.4 above we confirm that we shall use the contact details you provide to us solely for the purposes of contacting you with marketing information, updates, promotions and special offers relating to our business.

5. Other Terms

5.1 You agree to compensate us fully for any claims or legal action made or threatened against us by someone else because you have used the service in breach of these terms and conditions, and in particular clause 2.1 to 2.3 and 3.1 above.

5.2 Whilst we do not seek to limit our responsibility for fraudulent misrepresentation or if you are injured or die as a result of our negligence we have no responsibility (to the extent permitted by law) to compensate you (whether or not we are negligent) for any direct financial loss, loss of profit, revenue, time, anticipated savings or profit or revenue, opportunity, data, use, business, wasted expenditure, business interruption, loss arising from disclosure of confidential information, loss arising from or in connection with use of the service or inability to use or access the service or a failure, suspension or withdrawal of all or part of the service at any time or damage to physical property or for any other similar direct loss that may arise in relation to this agreement whether or not we were advised in advance of the possibility of such loss or damage.

5.3 We agree that neither this agreement does not allow either party to act as, or hold themselves out as, acting as an agent of the other party and that that the terms of this agreement are not enforceable by a third party under the Contracts (Rights of Third Parties) Act 1999.

5.4 This agreement is governed by the law of England and Wales and is subject to the non-exclusive jurisdiction of the English courts.

By using the Service you are confirming that you accept the terms and conditions as the basis of your use of the wireless internet access provided.