

Condition for the Hire of 1st Angmering Scout Headquarters.

All applications for the use of the hall shall be made through the website which will go through to the Bookings Secretary

Keys will be available from a lock-box, and you will be provided a code which is only valid on the day of hire.

Photographic ID along with proof of address, such as a photo driving licence must be provided, and payment made in full before access to the keys is granted.

A deposit of £100 will be required for all bookings. This will be returned in full within 14 days less the cost of rectifying any damage caused to the premises and/or contents thereof during the period of the hiring as a result of the hiring.

Hire fee will be £12 per hour with a minimum of one hour.

All breakages must be reported to the Bookings Secretary immediately after the hiring

Bookings cancelled within 24 hours of the hire start time will be charged the full amount

All chairs are to be returned to the chair store after use, and tables to be stacked neatly in the appropriate cupboard- according to the safety guide situated on the wall in the storage area.

All kitchen utensils and equipment used are to be cleaned, replaced after use and kettles etc. emptied completely

Please note, for health and hygiene reasons, tea towels are not provided.

The premises must be left in a clean and tidy condition, all rubbish to be removed from the premises immediately after the hiring. Refuse sacks are not provided.

At the end of a hiring, the hirer shall be responsible for ensuring that all lighting and kitchen equipment is switched off, the cooker is cleaned and switched off at the mains and that all windows and doors are securely locked.

Any electrical appliances brought into the premises and used there shall be safe and in good working order, checked by a competent person and used in a safe manner.

Please note:

(a) Highly flammable substances shall not be brought into, or used in any portion of the premises

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected in any portion of the premises.

The hirer shall ensure that the minimum of noise is made on arrival and departure.

The hirer shall ensure that all amplified music is kept at such a level as not to disturb nearby residents

1st Angmering Scout Group shall not be held responsible for any damage done to, or loss of, any item brought to the premises by the hirer

The hirer shall ensure that no dogs, except assistance dogs, are brought into the hall

The hirer shall ensure that Public Liability Insurance is obtained where applicable. A copy of any such Certificate is to be provided to the Bookings Secretary for retention, prior to the hiring

The hirer must be in attendance along with a sufficient ratio of responsible adults to the number of children.

The maximum number the hall hold is 60 people.

Smoking or vaping is NOT permitted in any part of the building nor in the area designated as the car parking area.

NO alcohol or unprescribed drugs are to be bought into the HQ.

Hirers should familiarise themselves with the red folder -situated in the kitchen which will explain emergency procedures, fire exits and contact numbers for reporting accidents.

The car park can be used for the hirer to the maximum of 5 cars. There is to be no parking in Rectory Lane and the hirer is responsible for placing and replacing parking cones along the stretch of road parallel to the Headquarters. The parking cones are situated in the storage area in the HQ.

Please note.

Any accident which results in personal injury which necessitates medical treatment during the time of hiring should be reported immediately to the booking secretary.

Information regarding this is included in the red file (situated in the kitchen and not to be removed from the building.)

Address

1st Angmering Scout Headquarters

Rectory Lane

Angmering

BN16 4JU