

# STONELEIGH (ST JOHN'S) SCOUT & GUIDE HEADQUARTERS

## Booking Application for Use of Premises

Your Name - 'the User'	This person must be on the premises throughout the booking period.				
Name of the Organisation or Group you represent (if any)					
Your contact address					
Your contact details We will send your booking confirmation by email. <b>The booking is not accepted and must not be publicised until you receive this confirmation.</b>	Telephone				
	Email				
The date(s) and time(s) you wish to book the premises (these are fully inclusive times including preparation and clear-up)	Any additional time taken will be charged at double rate plus consequential loss.				
The actual times of your event (if different from the above)					
The purpose of your booking - eg child's 5 <sup>th</sup> birthday, meeting etc, and the number of people expected during the event  <b>Please complete ALL boxes in this section - even if zero</b>	Give the name of any entertainer/activity provider you have engaged <b>Bouncy castles MUST have prior consent from us</b>				
	<b>Age group</b>	<b>0-10</b>	<b>11-17</b>	<b>18-25</b>	<b>over 25</b>
	Approx number in age group				
Will your event include food - if so, please clarify	Buffet, sit down meal, etc?				
Payment due to be confirmed by the Bookings Secretary	<b><i>Cheques only please</i></b> , payable to 'Stoneleigh (St John's) Scout & Guide Headquarters Management Committee'				
Arrangements for keys/ access Keys are provided for use during the booked times by the named user only, and must not be copied or lent. Access outside the booked times by any means is not permitted.	You will be notified by email no later than the day before where and when you can collect the key, which <b>must</b> be returned no more than 15 minutes afterwards. <b><u>Your obligation for payment of the hourly charge does not cease until the keys are returned to us and the Hall is fit for re-use.</u></b>				
I have read and agree to the conditions of use and I enclose the appropriate amount now due	Signed (User)		Date		

Please send this form with the appropriate payment to the Bookings Secretary at 207 London Road, Ewell, Epsom, Surrey KT17 2BU. Your booking is NOT confirmed (and may not be advertised) until you receive our written confirmation.

Any telephone booking made will be held for 5 days pending receipt of this form and payment in full. Any queries, please telephone 0845 486 7777.

# Terms and Conditions relating to the use of the Premises at the Dell Lane Scout & Guide Headquarters

## DEFINITIONS

- 1 'Premises' means the Scout & Guide HQ at 2 Dell Lane, Stoneleigh, the ancillary buildings and the fenced enclosed area surrounding the buildings.
- 2 'Management Committee' means the managing committee of the Premises and includes any Officer of that Committee. The term 'we' in this document means the Headquarters Management Committee.
- 3 'Bookings Secretary' means the person nominated by the Management Committee to manage the Premises in respect of lettings and use.
- 4 'User' means the individual person or persons applying to use the Premises for themselves, or on behalf of any organisation. The term 'you' in this document means the user.
- 5 'Booking Application' means the form completed and signed by the User being the basis of the agreement between the Management Committee and the User.
- 6 'Period of use' means a period of continuous use of the Premises by the user, eg a single booking of a series of bookings.

## 1 APPLICATION TO USE

- a. You must complete our form to make a Booking Application. We may ask a nominee known to us to support your application.
- b. You may not sub-let or assign the Premises and the User must be present throughout the Period of Use unless agreed otherwise.
- c. You must not advertise your event at the Premises unless and until we have accepted your Booking Application and you must refer to the premises as 'Dell Lane Scout & Guide HQ, 2 Dell Lane, Stoneleigh' in any advertising etc.
- d. We will confirm acceptance of your application in writing. We may refuse any application without needing to give a reason.

## 2 USE OF PREMISES

- a. You may have exclusive use of the main hall or other agreed area during the times agreed on the application form. You can also share the hallways, kitchen, toilets and outdoor areas, and all the freely accessible general equipment. If you want exclusive use of any of these areas or facilities we may be able to arrange this on application subject to other users' requirements at the time. Usage outside the times on your booking application without prior agreement is not permitted.
- b. You must make sure that no undesirable person is permitted to enter the Premises or otherwise make use of the same, and that nobody makes unreasonable use of the Premises or the facilities.
- c. No animals may be brought onto any part of the premises, nor any portable heating appliances.
- d. Your use cannot extend beyond 11:00pm (10:00pm Sundays) unless this is noted on the Booking Application and accepted by the Bookings Secretary.
- e. Your use of the Premises must not create excessive noise or any other nuisance to the neighbouring residents or other persons.
- f. You must arrange any necessary licences relating to your intended use of the Premises and accept all statutory responsibilities for the event and relevant advertising.
- g. You must make sure that nobody smokes on any part of the Premises including the outside areas. No alcohol must be brought onto the Premises unless specifically agreed in advance.
- h. If we ask you to, you must have people to act as door or other attendants at your event.
- i. You must not use decorations of any sort at the Premises without our agreement. Any such decorations and fixings must be completely removed from the Premises at the end of each period of use.
- j. You must not interfere with any of our equipment on the Premises. You can bring your own equipment, such as amplifiers, lights, etc onto the Premises if we have agreed to this. Anything left after the period of use shall become the property of the Management Committee and the User shall have no further claim on such equipment, clothing etc or its value.
- k. When you leave the Premises you must make sure it is secure, all lights are off and heaters reset as you found them, the washing up is done and, if necessary, the floors are swept and mopped. If you cannot get all your rubbish into our bins, you must take it with you. Any damage or malfunction noted during your use must be reported to the Bookings Secretary immediately, whether caused during your period of use or otherwise. Keys must be returned without delay – should a key be lost or otherwise not returned and the security of the Premises be considered at risk then a charge equal to the cost of replacement locks and keys will become payable.

## 3 PUBLIC SAFETY AND ACCESS

- a. We, our agents, and any of the Emergency Services, can enter the Premises at any time without prior notice.
- b. You must make sure the marked fire exits and extinguishers are accessible and that they and all access routes are kept clear at all times.
- c. You must provide adequate first aid materials appropriate to your use of the Premises.
- d. The maximum permitted number of persons allowed in the main Hall is 150, or such other number as we agree on your application.

## 4 USAGE CHARGES

- a. Our Bookings Secretary will tell you what our charges are based on your Booking Application. Payment is due in full when a Booking Application is made. Until such time as payment in full is made, any provisional booking agreed may be cancelled without liability to you. We will give you access to the Premises only after we have been paid in full and, at our discretion, any cheque cleared by the bank.
- b. We may ask for an additional deposit against possible damage to the Premises or loss of keys etc, and this also must be paid and cleared before the period of use. This deposit, less any cleaning/repair/replacement costs, will be returned to you within 14 days of the period of use.
- c. Cheques should be made payable to 'Stoneleigh (St John's) Scout & Guide Headquarters Management Committee' and sent to the Bookings Secretary. Payments must not be made out to any individual Officer nor handed to any other person unless you have been so advised by the Bookings Secretary.
- d. We will not increase your usage charge once you have paid in full, even if we subsequently decide to increase our charges generally.
- e. If you cancel your booking after your application has been accepted then any payments made will be retained unless we can re-let the Premises for the relevant period.
- f. We may cancel a booking before or during the period of use either because, in our opinion, the Premises have become unsafe for use, or before because they are required for use for an Election or other official or Committee purpose. In this case we will refund all relevant payments, but this will be the limit of our liability to you.

## 5 REGULAR USERS

- a. A regular user, ie a user booking a series of five or more specific occasions at regular intervals, may be entitled to the following concessions relative to the normal conditions of use, subject to the approval of the Bookings Secretary. In the event of a breach of any of these specific conditions then any agreed concessions may be withdrawn without notice.
- b. No payment is due with the Booking Application. Payment may be made monthly in advance by cheque or BACS (404719 – 11361538) throughout the series of bookings, and a discount on the regular usage charge may be allowed.
- c. In the event of cancellation of one or more booking(s) in a booked series then a nominal fee will become payable unless the room(s) in question can be re-let for that (those) date(s). If you do not use a booked occasion without cancelling it beforehand then full payment remains due.
- d. Storage space for equipment may be provided subject to an additional fee to be agreed. Any stored equipment left after the booking series becomes the property of the Management Committee and the User shall have no further claim on such equipment or its value.
- e. You may attend meetings of the Hall Management Committee on invitation.

## 6 INDEMNITY AND INSURANCE

- a. We will not be responsible for the loss or theft of or damage to property belonging to you or any person attending the Premises.
- b. You must indemnify and keep us and our agents indemnified from and against all claims, costs, damages, expenses, actions or demands whatsoever arising out of or in any way connected with your use of the Premises.
- c. We will hold you responsible for the costs of any necessary cleaning/repairs to the Premises/replacement of equipment arising from your use, including any consequential losses should the Premises be unusable as a result.

## 7 TERMINATION OF USE

- a. If you do not comply with one or more of these conditions or our instructions or requests, then we can exclude you or any person from the Premises with immediate effect until you do comply, but this will not relieve you from any obligations under these conditions.
- b. You must only use the Premises for the purpose(s) you have stated on your Booking Application and to which we have agreed and we reserve the right, if we believe your use is improper, unseemly or undesirable, of immediately terminating your booking without payment of any compensation or refund of any payments made to us.