

HALL BOOKING TERMS & CONDITIONS

1. The Hirer will be held financially responsible for any damage to, or loss of, furniture, fittings or property belonging to 1st Calne Scout Group during the period of hire.
2. Any loss of property or injury to persons will be the liability of the hirer.
3. No booking will be regarded as confirmed until the booking form has been completed and the appropriate fee has been received and confirmation email has been received by the hirer prior to the event.
4. Alcohol may only be consumed on the premises, with the permission of the Group's Executive Committee.
5. A Licence for the sale of alcohol (Temporary Event Notice 'TEN') is obtainable from Wiltshire County Council. It is the responsibility of the hirer to obtain a TEN; this requires at least three weeks to process before the date of the function. The cost of obtaining any such licence is borne by the hirer and paid in advance. A downloadable form is available from the council website www.wiltshire.gov.uk
6. Members of 1st Calne Scout Group retain the right to curtail any function considered to be undesirable or causing disturbance in the vicinity of the hall.
7. Fire Regulations must be complied with, in particular:

EVENT	MAXIMUM NUMBER OF PERSONS
Dance / Disco	100
Seated Audience	80
Chairs & Tables	60

THE MAIN ENTRANCE IS TO BE KEPT UNLOCKED AND ALL FIRE EXIT DOORS FREE FROM OBSTRUCTION AT ALL TIMES DURING THE HIRE PERIOD.

Note¹: The maximum number of persons is based on the Hall floor area size of 112m² and ensures that occupancy is well within current recommendations. <https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

Note²: Occupancy or Hall availability may be subject to change dependent on UK Government guidance on Coronavirus for social distancing.

8. A damage deposit of £50/100 (depending on the function) may be requested to be paid prior to the date of the event booked. This deposit is refundable one week after the hire, once the hall has been checked by a representative of 1st Calne Scout Group and they are satisfied that the hall has been left in good order.
9. The hall must be left clean and tidy; any costs involved in cleaning the hall and or repairing any damage will be deducted from the deposit as above.
10. The hall may not be hired by any persons under the age of 18. A responsible adult must sign the booking form. Any function booked for persons under the age of 18 must be supervised by adults, always, during the period of the hire.
11. It is the hirer's responsibility to ensure that any electrical appliance brought into the hall for use in an event must be safe to use and PAT (Portable Appliance Tested) inspected and approved.
12. The outside area surrounding the Hall is available for use but please note that, a) the outdoor space neighbour properties on three sides, b) our public liability insurance does not extend to activities outside the hall.

13. If in doubt, please arrange your own cover.
14. 1st Calne Scout Group reserve the right to cancel your booking under exceptional circumstances, if this were to happen your fee will be returned if we are unable to accommodate rearranging your event.
15. Cheques to be made payable to **1st Calne Scout Group**, or pay a bank transfer to **1ST CALNE SCOUT GROUP**
Account – **02165796** – Sort Code - **30-91-99**