

HALL BOOKING TERMS & CONDITIONS

Reviewed: 01/03/2026

As a registered charity, 1st Calne Scouts is hiring the hall to supplement the running costs of the Scout Group and the maintenance of both equipment and the Scout Hall.

The hire of the premises is permitted subject to the following conditions to be following by the Hirer and Responsible Person. If any of the conditions are not clear with us for any further information.

Hirer responsibilities

1. The Hirer will be held financially responsible for any damage to, or loss of, furniture, fittings or property belonging to 1st Calne Scouts during the period of hire.
2. Any loss of property or injury to persons will be the liability of the hirer.
3. The named Responsible Person will be someone who has the authority to make decisions on the day of your event but may not necessarily be the Hirer.
4. The Responsible Person will a point of contact for 1st Calne.
5. The Responsible Person will ensure they familiarise themselves with the fire evacuation procedure and ensure that they are aware of the assembly points.
6. It is required that for the duration of the event the Responsible Person is not under the influence of alcohol or drugs.
7. A damage deposit of £100 (depending on the function – teenage or adult party) may be requested to be paid prior to the date of the event booked. This deposit is refundable approximately 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 and there had been no disturbance.
8. 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.
9. 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.
10. **All evening events must finish by 23:00** and the hall vacated by 23:30, taking care not to disturb the neighbours surrounding the hall.
11. Where music is being played, please keep it to a reasonable level with the doors closed where possible, to be considerate to our neighbours. **Music must cease at 22:30.**
12. 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.

Waste & Recycling

13. The Scout Group is charged for the commercial disposal of waste at the Hall, with a monthly collection of the large bin from the car park. This bin should be kept locked. We ask the hirers of our Hall to be mindful of the waste that they create and dispose of any excessive waste themselves after the hire of the Hall.
14. From 1st April 2027 we are obliged by law to recycle, and we are encouraging both Scouters and hall hires to follow the “Leave No Trace” ethos.
15. All hirers must adhere to the 'Leave No Trace' principle. No waste of any kind—including food scraps, litter, or activity materials—should be left in the Scout HQ or on-site grounds after an event.
16. We are happy for you to use the bin in the kitchen for normal use. Please separate recyclables and follow the instructions on the bin.

Professional Hire

17. Bookings for professional usage will require the hirer to produce evidence of Public Liability Insurance. Bookings for private parties, weddings, baby naming ceremonies or other such events do not require this cover unless third parties are hired in to provide entertainment.

Insurance

18. The Scout Group Insurance only provides insurance cover for the Hall and the property of the Scout Group. Any equipment or personal effects brought into the Hall whilst hiring is not covered by our insurance. Our cover only extends to members of the Scout Group.

Recurring Bookings

19. We appreciate that we already have long standing clients that will hire the hall for multiple bookings or for the same booking day and duration indefinitely. Please ensure that you communicate all the dates and time / duration you do and do not require and receive confirmation back to ensure that we are able to accurately reflect when the hall is available or not.

Booking Confirmation

20. 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.

Cancellation

The Scout Hall's primary purpose is to support Scouting activities; it is our intention to ensure that we also book out the hall booking calendar in advance to ensure that we're showing availability for other groups and hirers to book the hall.

21. 1st Calne Scout Group reserve the right to cancel your booking under exceptional circumstances, we will aim to give you at least 2 weeks' notice, unless the hall is not available due to a maintenance or health and safety issue that renders the hall out of use.
 - a. If this were to happen your fee will be returned if we are unable to accommodate rearranging your event.

22. You have the right to cancel your booking and if we are informed at least 24 hours in advance of your cancellation you will not be charged for the booking.
- You will either receive a full refund for the booking or make an alteration to the booking.
 - You will not be entitled to a refund if you do not give sufficient notice.
23. 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. In such circumstances you will not receive a refund.

Consumption of Alcohol

24. Alcohol may only be consumed on the premises, with the permission of the Group's Board of Trustees.
25. 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

Fire regulations

26. A policy of NO SMOKING and NO VAPING is operated in the Hall; this includes the use of all vapour type E-cigarettes.
27. Fire Regulations must be complied with:

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.

28. 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.
29. If in doubt, please arrange your own cover.

Payments & Invoices

We are considering an online booking and payment system linked with our website but until that is available all payments for the hall are either by cheque or bank transfer. We can accept cash, but only in exceptional circumstances.

30. An invoice will be provided prior to your booking. As the hall booking and banking is carried out by volunteers there may at times be some delay. If you have any questions, concerns or wish to chase up the invoice then please contact hall_booking@calnescouts.co.uk
31. 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**
32. Payment for recurring bookings is monthly in advance if the commitment is less than 3 months otherwise every 3 months in advance.