

**ROMSLEY ST. KENELM'S
SCOUT GROUP**

A registered charity



Romsley Scout Centre Booking Form

Name:
Address:
Tel. No:
E-mail:

<i>If booking on behalf of an organisation please state:</i>
Organisation:
Your Position:

I hereby apply for the hire of Romsley Scout Centre as follows:

Date:

From:	am/pm	until	am/pm
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For the purpose of:

I hereby agree to pay the sum of £ for the hire together with a deposit of £ which will be returned provided that the Centre has been left in a satisfactory condition.

I agree to observe and perform all the conditions set out overleaf. If the hiring is on behalf of the above organisation, I confirm that I have the authority to bind them by signing this application.

Signature (hirer):

Date:

*Please return to Pat Rae, 75 St. Kenelm's Road, Romsley, Halesowen B62 0PG
Please make cheques payable to 'Romsley St. Kenelm's Scout Group'*

Conditions of Hire

As a registered charity, we have a legal duty to protect our assets. The purpose of these conditions is to protect us against any legal liability, to ensure the security of the building, to ensure that the building is not damaged and is left in a usable condition for others.

If you have any queries, please do not hesitate to contact us.

1. All applications for the hire of the premises should be in writing and forwarded to the Scout Group. Where an organisation is named, that organisation shall also be considered the hirer.
2. The hirer will take full responsibility for the security of the building and contents for the duration of the hire and any keys that have been supplied for the hirers use. The hirer agrees that the premises shall not be left unlocked and unattended at any time during the hiring.
3. The hirer shall, at the expiration of the hiring, leave the premises in a clean and orderly state removing all refuse from the premises. Tables must be cleaned and, along with chairs, placed in their original position. If further cleaning is required as a result of hire, an additional cleaning charge may be made. Any damage caused by the hirer shall be reported to the Scout Group immediately and any such damage resulting in repairs costing in excess of this deposit will be charged to the hirer.
4. The hirer shall be responsible that good order is kept on the premises during the hiring and the Scout Group may charge the hirer for any extra expense that may be incurred. The hirer will also ensure that those leaving the premises during or following the hiring do so in an orderly manner and in such a way as not to cause nuisance or annoyance to nearby owners or occupiers.
5. No nails, tacks, screws, drawing pins or other objects shall be driven into any part of the premises, other than designated notice boards, nor shall any placards, other articles, sellotape or blu-tac be affixed thereto, without the permission of the Scout Group.
6. The hirer must keep the Scout Association and the Scout Group indemnified against all claims in respect of damage, loss or injury of any description (other than those arising out of the acts or omissions of the Scout Association and the Scout Group)
7. No excisable liquor shall be sold unless an Occasional License or Occasional Permission has been obtained. The hirer is responsible for obtaining all necessary licenses, which must be displayed for the duration of the hire.
8. The hirer shall be responsible for obtaining any necessary license in connection with copyright. The hirer shall indemnify the owner of the premises against any infringement of copyright that may occur during hiring.
9. The hire of the premises does not entitle the hirer, without permission, to use or enter the premises at any time other than between the specific hours during which the premises are hired.
10. The Scout Group reserve the right to terminate forthwith any entertainment, activity or meeting not properly conducted.
11. The hirer is responsible for ensuring that the number of persons in the building at any one time is within reason. No exits may be blocked nor may any fire appliances be unnecessarily moved or tampered with.
12. The Scout Group may make such additional regulations relating to the use of the premise during the hiring as shall reasonable be considered necessary.