

**TO RETURN THIS FORM PLEASE CONTACT [hall-bookings@1stwinchesterscouts.org.uk](mailto:hall-bookings@1stwinchesterscouts.org.uk)**

1<sup>st</sup> Place is the home of the First Winchester Scout Group. When you hire the hall, you take control of the entire site including large hall, kitchen, toilets and grounds. As controller of the site for the duration of your use you will be bound by the conditions of hire (see page 2)

Details of Hirer

Name	
Home Address	
Home Telephone	
Mobile Telephone	
email	

Details of Hire, Payment

Date	
Times (include enough time to set up/clear away)	
Activity/Function	
Hire payment, All payments are to be made in full at least 10 days before the event.  Please pay to 1st Winchester Scout Group, Sort code: <b>30-98-97</b> , Account no: <b>47144360</b>	£
Please note that a deposit of £60 is additionally required, which will be returned once inspection of the hall confirms that there is no damage to the hall or its contents. This will be returned through bank transfer.	
Bank account holder name (for return of deposit)	
Sort code	
Account number	

## 1st PLACE - CONDITIONS OF HIRE

There will be no admission to 1st Place prior to the time booked.

During the period of your booking you have exclusive right to access and use the building.  
All visitors to the building are at your discretion and are entirely your responsibility.  
Smoking is not permitted anywhere on the site.

The Opening Up and Closing Up procedure must be fully complied with. A copy can be found by the main doors and in the Hall User's Guide. You will be given one key which will open the main door. All other keys to doors you are eligible to access will be found in the Key Cupboard in the Kitchen. Any doors that are locked and for which there is no key, you are not eligible to open. This includes the Stores at the end of the Hall and the Office.

The hirer will be responsible for leaving the hall, toilets, lobby, kitchen, and grounds in an "as found" condition. This will include all fittings, equipment, crockery and cutlery in the Kitchen. Cleaning equipment can be found in the cleaning cupboard. All rubbish needs to be taken away with you (a removal charge of £5 per binbag left on the premises will be levied from your deposit) . You will need to provide your own bin bags. All chairs should be stacked as you find them in the Chair/Table cupboard.

All noise levels are to be kept within reasonable limits for the benefit of our neighbours (as we are in a residential area).

The playgroup equipment kept in the play area behind the Hall shall not be used or moved without prior permission.

Any damage deposit paid will normally be returned within one week EXCEPT in the event of any damage to the Hall or equipment, or cleaning/rubbish removal fees. The extent and cost of such damage will be agreed as soon as possible and will be deducted from the Deposit and the balance will then be refunded. If the cost of the damage exceeds the Deposit then the Hirer will immediately pay any balance to First Winchester Scout Group.

If the Hirer has made this booking through another organisation (as a member), then that organisation shall be ultimately responsible for any damage caused as referred to in these Conditions.

It is the responsibility of the hall user to carry out simple pre-use visual safety inspections before they use any electrical equipment. Any equipment identified as damaged or suspect must be immediately taken out of service, labelled as defective and reported to the Executive committee ([exec@1stwinchesterscouts.org.uk](mailto:exec@1stwinchesterscouts.org.uk)).

Many thanks for your co-operation and we hope you have an enjoyable event.

First Winchester Scout Group Executive Committee.

**Declaration:**

I understand that I will be responsible for any loss or damage to the Hall, of any property stored in or belonging to the Hall, incurred during the above times or during occupation if different.

I will also be responsible for the behaviour, in the Hall or its grounds, of young people of 18 years or under. It is my responsibility to perform risk assessments and otherwise satisfy myself of the safety of any activities, equipment or 3<sup>rd</sup> parties that I invite to the Hall during my hire.

I will pay any waste removal fees due (£5 per bin bag left on the premises).

I agree to abide by the Conditions of Hire above.

Signed:

Date:

**Data Protection**

The Data Protection Policy for 1<sup>st</sup> Winchester Scout Group can be found at  
<http://1stwinchester.scoutsites.org.uk/files/2018/05/Data-Protection-Policy-1st-Winchester-ScoutGroup.pdf>

It is necessary to hold the information requested in order to manage the process of booking and hire, and to retain it for a period afterwards to assist with accounting and review of the facilities. Once the information is no longer required, we will remove your personal information from our email and filing systems. Your details may still be retained in our accounts/bank statements.

**What's next?**

- Please return this form (email [hall-bookings@1stwinchesterscouts.org.uk](mailto:hall-bookings@1stwinchesterscouts.org.uk)) and make payment for the hire fee and deposit
- In the week before your hire, please make contact via email to arrange a mutually convenient time to collect the Hire Pack from the nominated key holder
- Complete the checklists that you will find in the Hire Pack
- Return the Hire Pack after you have completed your hire
- After the Hall has been checked your deposit will be returned via bank transfer

Office use only:			
Date deposit received		Inspection Date	
Date fee received		Deposit returned	