

2ND ONCHAN SCOUT GROUP - HALL HIRING AGREEMENT

Last Revision – 20. January 2016

Print and complete two copies of this form and send them both together with your deposit to the address shown in box 7

This agreement is made on (the date) (1) between the Executive Committee(7) and the Hirer (6) named below, whereby, in consideration of the sum(s) mentioned (5).

A. The Committee agrees to permit the Hirer to use the premises (3) for the purpose (4) and for the period(s) described below, viz.

1	Date Required	Date	Month	Year
2	Time Required	Time	Please make sure you book enough time to set up and clear away afterwards	
	Time key is to be collected			
	Time Event is to commence			
	Time Event is to finish			
	Time key will be returned			
3	Premises Required	Please indicate which facilities you require		
	Whole Building			
	Main Hall			
	Main Hall & Kitchen			
	Den			
	Den & Kitchen			
4	Purpose			
	Describe Event (e.g. Children's Party)			
	Is the Hire for commercial use?	Yes / No		
	How many people do you expect?			
	Is the event public or private?			
	Is music to be provided at the event?	Yes / No		
	Is alcohol to be provided at the event?	Yes / No		

5	Fees	
	Hiring Fee	£
	Deposit (See note 1)	£
	Balance	£
	Bond (See note 2)	£
	PA System (See note 3)	£
6	Hirer	
	(a) Name (If Individual)	
	(b) Organisation (If Applicable)	
	(c) Name of Organisation's Authorised Representative:	
	<i>Note person signing must be over 21</i>	
	Address	
	Telephone / Mobile	
7	2nd Onchan Scout Group Executive Committee:	
	(a) 2 nd Onchan Scout Group Executive Committee	
	(b) Authorised Representative: Tracy Hodgkins	
	Address: 1, Lakeside Road, Governors Hill, Douglas, Isle of Man. Telephone: (01624) 613026.	

- B.**
- The Hirer agrees with the Executive Committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's "Hall - Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the Schedule overleaf if any.
 - It is hereby agreed that the Standard Conditions of Hire attached hereto together- with any Special Conditions of Hire contained in the Schedule overleaf shall form part of the terms of the Hiring Agreement unless specifically excluded.

As Witness the hands of the parties hereto:

Signed by the person named at 7(b) above on behalf of the Executive Committee 7(a) above:

Date:

Signed by the person named at 6(a) (on behalf of the organisation named at 6(b) above. Where applicable).

In the case of any mistake or misrepresentation this agreement will cease and determine save for any unfulfilled obligations of the hirer and the Executive Committees rights against the hirer.

Date:

- Notes:**
ALL FUNCTIONS ARE TO FINISH BY 11:30PM
- The Hirer shall pay as deposit at least one third of the cost of the booking. The balance of fees and Bond payable on or before two weeks prior to the event for which the Hall is hired (the deposit having been paid on the signing thereof). A Cleaning Deposit of £20.00 is to be paid in cash or cheque at the time of Booking. This will be refunded if the hall is left in a clean and tidy condition. All rubbish is to be taken away by the hirer.
 - A bond of £100 is required for all events at which alcohol is provided, and £200 for 18th/21st birthday parties. This bond will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents during the period of the hiring as a result of the hiring.
 - A Public Address System is available to hire at £15.00. This is an all in one unit with everything provided. A Deposit of £25.00 must be paid when booking the PA System, this will be returned when the PA System is returned in good order. Any damage to the PA System must be paid for in full.
- Fees:** Each Session is charged at £30.00. Sessions run from 08:00 – 12:30, 13:00 – 17:00 weekdays & 17:30 weekends, 18:00 – 23:30. 18:00 – 23:30 on Saturdays are charged at £50.00.
- It may be possible to have different timings, please enquire. The hall is not available Monday to Friday Evenings, except during certain dates over the School holidays.
- Cheques payable to '2nd Onchan Scout Group

2nd Onchan Scout Group

HALL - CONDITIONS OF HIRE

20. January 2016



- 1) The Hirer shall be over the age of 21.
- 2) All evening events must end by 11.30 p.m.
- 3) **MAXIMUM PERMITTED NUMBERS** These should not exceed:- 200.
- 4) A Cleaning Deposit of £20.00 is to be paid in cash or cheque with the Booking. This will be refunded if the building is left in a clean and tidy condition.
- 5) A bond of £100 is required for all events at which alcohol is provided, and £200 for 18th/21st birthday parties. This bond will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents during the period of the hiring and as a result of the hiring.
- 6) If the Hirer is a Club, Society, Organisation or Company, a copy of their Public Liability Insurance must be provided.
- 7) The Hirer must provide sufficient numbers of responsible adult attendants or stewards for adequate supervision of the premises and users therein. Two such stewards must be designated to take charge in case of fire and should familiarise themselves with the position of exits, and the operation of the fire alarm and fire fighting equipment. Such stewards should be able to give full assistance in evacuating the premises and be readily identifiable to members of the public in the event of such emergency.
- 8) The Hirer will, during the period of hire, be responsible for the supervision, care and protection from damage of the premises, fabric and contents and for the behaviour of all persons using the premises whatever their capacity.
- 9) The Hirer shall indemnify the Scout Group for the cost of repair of any accidental or wilful damage to any part of the premises or contents which may occur during the period of hire, and the Scout Group reserve the right to take legal action to reclaim monies owing.
- 10) The Hirer shall be responsible for leaving the premises and surroundings clean and tidy, at the proper time, fit to be used by the next letting or Scout meeting. All articles brought into the hall and all rubbish, must be taken away by the hirer.
- 11) The use of Bouncy Castles is not permitted in the building.
- 12) To protect the floor high heeled shoes **must not** be worn in the main hall.
- 13) If the event is cancelled, by or on behalf of the Hirer, more that 2 months before the event then the initial booking deposit will be returned to the Hirer. If the event is cancelled within 2 months of the event then the initial booking deposit is not returnable.
- 14) The Scout Group shall not be liable for any injury to persons, loss or damage to property brought onto the premises or for any consequential loss.
- 15) The Hirer shall report to the Scout Group when returning the key any injury to persons or loss or damage of property. In the case of destruction, damage or loss by theft, or attempt thereat, the Hirer shall give immediate notice to the police. In the event of any occurrence likely to give rise to a claim or upon receipt by the Hirer of notice of claim, the Hirer shall immediately notify the Scout Group and provide information as the Scout Group may require.
- 16) The Hirer shall not sub-let or use the premises in any unlawful way or bring on to the premises anything which may endanger the same.
- 17) Any complaints concerning the premises must be made as soon as possible in writing to the Scout Group.
- 18) In the event of the premises being rendered unfit for the use it was hired, the Scout Group shall not be liable for any loss whatsoever.
- 19) The Scout Group reserves the right of free admission during the period of hire to observe compliance of the conditions of hire.
- 20) Charges are subject to revision without prior notice.
- 21) The Scout Group reserve the right to cancel bookings with 1 months notice if the hall is required for Scouting activities.
- 22) The selling of alcohol on the premises is forbidden, unless you have obtained a license from licensing court. Provision of a bar for your own use is permitted providing no charge is levied.
- 23) Smoking is not permitted in the building. Smokers must not deposit cigarette butts on the Scout Hall Property but dispose of them in a proper manner.
- 24) The Scout Hall does not have a public entertainments license. This precludes you from charging members of the public who enter the building.
- 25) No car parking facilities are provided by the Scout Group. However you may use the Onchan Community Centre car park . The following terms apply.
 - a) Space is not guaranteed.
 - b) The car park may be temporarily closed at any time by the Onchan Commissioners.
 - c) Users of the car park are to park in an orderly and sensible fashion so as not to block access to buildings or other vehicles.
 - d) Private motor vehicles only are permitted.
 - e) Users park their vehicles at their own risk and the Onchan Commissioners will not be liable for any loss or damage to person or Property, howsoever caused.
 - f) Overnight parking is not permitted without express permission.
- 26) The Hirer shall provide their own First Aid Kit.
- 27) In the event of any queries, problems or complaints, then please contact: Tracy Hodgkins, 1, Lakeside Road, Governors Hill, Douglas, Isle of Man. Telephone (01624) 613026.