

Ware & District Scout HQ Hire Terms and conditions:

Hire Rates 2019:

Main Hall:	£12 per hour
Shop Meeting Room:	£8 per hour
Main Hall & Shop Meeting Room:	£16 per hour

Front office Only available to District Team FOC

Ware & District Groups receive a 50% discount.

Ware & District Guiding a 25% discount.

All hirers share the use of the kitchen and toilets.

The car park will hold 4 cars and is available to hirers on a first come basis.

The Main Hall comes with 6 Tables and 40 fold up chairs.

The Shop meeting room comes with 2 tables and 10 chairs

The Front office is suitable for a meeting of 2 or 3 (4 at a push)

All Users/Hirers guarantee to:

- Appoint a responsible adult to oversee the fire and personal safety of all the users in the HQ for the period of the hire.
- Not exceed a total of 50 people in the HQ at any one time.
- Ensure no smoking within the building or grounds
- Ensure not to cause any nuisance to neighbours particularly through noise that can be heard outside of the building.
- Reimburse the District for any loss or damage resulting from misuse or reckless use to the building or equipment supplied for the use of the hirer.
- Ensure the HQ is left clean and tidy at the end of the hire.
- Ensure the HQ is left secure with the lights, cooking and heating switches off as per Fire Routine.
- Dispose of any rubbish by removing it from the site at the end of the hire.
- Return key to the key holder at the end of the hire period.
- You will be invoiced via the Scout Treasurer and make prompt payment.

Note: any additional costs incurred resulting from loss, damage, refuse removal etc will be invoiced within 14 days of the completion of hire.

The Hirer accepts that there may be occasions when The HQ is unavailable due to Scouting related activities. Ware & District Scouts will always attempt to provide ample notice and you will not be charged.

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Booking availability and a booking request form are available at:

<http://wareanddistrictscouts.org.uk/hall-bookings/>

Bookings or other enquiries via dhq.bookings@wareanddistrictscouts.org.uk

Site Instructions:

The water heater in the kitchen needs to be switched on before its needed.

If the wall heaters are needed, then the master heater control needs to be switched on in the electrical cupboard in the main corridor. You can then use the wall heaters as required.

The heaters in the toilets are automatic so require no user control.

When Leaving:

If others are using any of the other rooms ensure its clear what closing tasks are left for them to complete.

Ensure the Kitchen water heater is turned off as is the Cooker and Fridge (door ajar)

Turn off the wall controls for heaters and turn the master heater control to off (key with chain on in Electrical cupboard)

Ensure the Chairs are stacked correctly and secured with the red strap for safety

Make sure the fire doors are properly closed.

Ensure the two toilet doors are closed so the frost protection heaters can work.

If needed sweep and clean/tidy so the spaces look as you found them (or better).

Turn all lights off.

Take all rubbish with you.

Ensure the Front door is locked and secure.

Finally, close and slide the bolt across of the front gate.

If you have been given keys to access, please make sure they are returned as soon as possible.