



1st Devonport Scout Group

The Den, Allenby Ave, Devonport

Terms & Conditions for the Hiring of The Scout Hall

This document details the terms and conditions relating to the Short Term use of the 1st Devonport Scout Group Hall ('The Den')

Name of Hirer (the Client): _____

Type of Function: _____

on the date: _____ at (time): _____

The Client shall pay 1st Devonport Scout Group a donation of _____ for the use of the Den and payment shall be made in full in advance of the event.

General Terms

- any hireage of the Den should not affect or impinge on any activities organised by any section of the 1st Devonport Scouts
- the Client shall undertake to maintain the Den in a reasonable state during its use
- the storage & loft areas of the Den are expressly out of bounds
- the maximum number of occupants is 80
- the Client cannot sub hire or let any or all of the Hall.
- alcohol may not be sold at the Den and if provided must be consumed inside
- no smoking inside any part of the building
- no open fire, smoke machines, indoor BBQ, naked flames/candles, kerosene lamps
- the Den shall be left in a clean & tidy condition at the conclusion of the function
- all music / noise must cease by 2300hrs and the Den must be vacated by 2400hrs

Client Details

Name: _____ Phone: _____

Address: _____

I confirm that I am over 18 years of age and that I have fully read, understand and agree to abide by the terms of this contract.

Signed: _____ Date: _____

Remuneration

All monies relating to the hireage of the Den shall be paid as donations to cover the cost of the amenities and for arranging access to the hall. This donation goes towards Scout Funds.

As a guide :- Morning/Afternoon children's party (3hrs) **\$50**
Whole Day activity (6hrs) **\$100**
An evening function / Adult Party (8hrs) **\$140**
Please feel free to offer more.

Bonds

A bond of \$250 is required at the time of payment. Deductions from the bond will occur if:

- venue equipment or fittings are damaged or broken
- extra cleaning is required (kitchen area, bathrooms or equipment)
- you remain within the venue outside the booked period
- rubbish is left inside and/or outside the venue
- any other breach of these conditions which results in call out charges or other costs

All costs attributable to any damages by the Client will be recovered in full and any damages shall be repaired to the satisfaction of both parties. If all these conditions are satisfied in full, then the Bond shall be refunded.

Liability / Insurance

The Client is responsible for ensuring all children are supervised & safe at all times.

It is understood that the Client holds public liability insurance for any one event and shall indemnify the 1st Devonport Scout Group where the circumstances giving rise to a claim for indemnity:

- (a) arise out of, or in connection with, the Premises or this Contract; and
- (b) are not circumstances where the 1st Devonport Scout Group is the sole party responsible for the cause of the event or events giving rise to the liability or potential liability.

Consideration of Neighbours

- internal noise levels do not exceed 95dBA
- activities involving loud amplified music must cease at 11:00pm
- External doors and windows closed after 8.00pm for activities involving loud amplified music
- Vehicle movements/parking do not create a nuisance or any safety issue for local residents

Cleaning & rubbish removal

- the Client is responsible for cleaning the venue
- cleaning must be done within the booked period (unless other arrangements are made)
- the Client must remove all rubbish from the venue & grounds after their hire
- kitchen surfaces must be wiped clean
- appliances left clean: fridge, oven, stove top and microwave
- tables must be wiped clean and returned to their original location
- chairs stacked and returned to storage area
- floors are to be swept & mopped if needed (equipment provided)

Security

The hirer is responsible for securing the facility upon completion of the function. Ensure:

- all lights, heaters, stoves and electrical appliances are turned off
- windows and doors are closed and locked

Cessation

Please return the key immediately following the usage of The Den by leaving it in the Key holder's letterbox or as otherwise arranged. Once the Den has been checked, if all is well the Bond will be returned.

Group Leader

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Bookings

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