



3rd Chilwell Scout Group
Inham Road, Chilwell, Notts NG9 4GT
 (Entrance between 55/57 Inham Road, Chilwell)



LETTINGS APPLICATION FORM

<p>(PLEASE USE CAPITAL LETTERS)</p> <p align="center">Booking(s) being made on behalf of: - (Club/Organisation/Individual)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Day(s): - _____</p> <p>Date(s) Period: - _____</p> <p>Time From: - _____</p> <p>Time To: - _____</p>
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<p>Name of applicant: - _____</p> <p>Address: - _____</p> <p>_____</p> <p>_____</p> <p>Home Phone: - _____</p> <p>Work/Mobile Phone: - _____</p> <p>Email: - _____</p>	<p>ACCOMMODATION REQUIRED: -</p> <p>HALL _____</p> <p>KITCHEN _____</p> <p>STAGE _____</p> <p>OUTSIDE _____</p> <p>DISCO (By arrangement & Additional cost) _____</p>	<p align="center">Please Tick</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>PURPOSE OF BOOKING</p> <p>_____</p> <p>_____</p>	<p>EQUIPMENT REQUIRED</p> <p>TABLES _____</p> <p>CHAIRS _____</p> <p>CROCKERY _____</p> <p>CUTLERY _____</p>	<p>Number</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Please Tick</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p><u>ESTIMATED NUMBER OF PARTICIPANTS</u></p> <p>Adults (18 plus): - _____</p> <p>Teenagers (13 - 18): - _____</p> <p>Children (under 12) : - _____</p>	<p>I hereby make application to use the facilities listed above and confirm that I have read, and agree to observe the terms and conditions as set out in the document "Terms and Conditions for the letting of the 3rd Chilwell Scout Group Headquarters" and enclose a cheque/cash to the value of £ as a deposit (<i>where applicable</i>). Cheque's to be made payable to 3rd Chilwell Scout Group. (A non-refundable deposit of £10 is required at the time of booking.)</p> <p>Signed: - _____</p> <p>Date: - _____</p>
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OFFICIAL USE ONLY

<p>LETTING REF No: - _____</p> <p>DATE RECEIVED: - _____</p> <p>DEPOSIT PAID: - _____ DATE: - _____</p> <p>BALANCE PAID: - _____ DATE: - _____</p> <p>RETAINER PAID: - _____ DATE: - _____</p> <p>RETAINER REFUNDED: - _____ DATE: - _____</p>	<p><u>COST OF BOOKING: -</u> £ _____</p> <p>DEPOSIT: - _____ £ _____</p> <p>BALANCE DUE: - _____ £ _____</p> <p>RETAINER (Refundable): - _____ £ _____</p>
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Name: - _____

Signed: - _____ Date: - _____ Contact Number: - _____

This form must be accompanied by the signed document 'Terms and Conditions' for the letting of the 3rd Chilwell (Inham Nook) Scout Group Headquarters

Registered Charity No. 525066



3rd Chilwell Scout Group
Inham Road, Chilwell, Notts NG9 4GT
(Entrance between 55/57 Inham Road, Chilwell)

Terms and Conditions for the Letting of the 3rd Chilwell Scout Group Headquarters

In these terms and Conditions: - **The Group** means the 3rd Chilwell Scout Group. **The Committee** means the Executive Committee of the 3rd Chilwell (Inham Nook) Scout Group. **The HIRER** means the person named on the Lettings Application Form for the hire of the premises. The premises mean the 3rd Chilwell Scout Group Headquarters, entrance situated between 55/57 Inham Road Chilwell NG9 4GT

1. **Access** The **HIRER** must hire the premises for the times he/she requires it for, not only for the function period but for any equipment delivery, setting up/dismantling, and prior preparation of any type. These times must be stated on the Lettings Application Form, and access will only be granted at the times paid/booked for. Should additional time be required, it must be booked in advance of the date of the function. **A non-refundable deposit of £10 is required at the time of booking.**
2. **Capacity:** - The capacity for the Main hall shall not exceed 80 people seated or 100 standing to comply with the recommendation of the Nottinghamshire Fire Authority.
3. **Compliance with the Children Act:** - The **HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989, or any statutory modification thereof being in time in force and the only fit and proper persons have access to the children.
4. **Children- Safety of:** - The **HIRER**, for any entertainment at which children shall be present, shall provide a sufficient number of stewards in the vicinity to control and facilitate as required.
5. **Children - Control of:** - When children are present at functions their parents or guardians are required to ensure that the behaviour of the children is kept within reasonable limits, and that children found vandalising the premises or acting in a disorderly fashion are kept under direct supervision of their parents or guardians for the duration of the function.
6. **Cleanliness/Tidiness:** - The **HIRER** shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. Any items brought in, in conjunction with food and drink must be cleared away from all areas used by the **HIRER** and removed from the premises.
7. **Cloakroom:** - the premises does not have a cloakroom; coat hooks are available in the passageway to rear of the building. The Group does not accept responsibility for any loss or damage to any articles belonging to the **HIRER** or any member of the public. As a condition of the letting, the **HIRER** indemnifies the group from all liability in respect thereof.
8. **Damage:** - The **HIRER** shall inform the committee immediately of any damage done to any part of the premises or contents during the period of hiring. The committee shall provide the **HIRER** with an estimated cost of renewal or repair for which the **HIRER** will pay in full. The **HIRER** shall indemnify the group from any cost of repair and make arrangements to insure against any third party claims, which may lie against him/her or the organisation using the premises.
9. **Health and Hygiene:** - The **HIRER** shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations
10. **Licences Collection/Lotteries/Sale of Intoxicants/Music Sing and Dancing:** - The **HIRER** shall be responsible for any form of licence, which can be deemed unlawful by virtue of the Gaming, Betting and Lotteries Acts. No intoxicating liquors are permitted to be brought to the premises without the express permission in writing of the committee, whose consent must be obtained prior to seeking any occasional licence or permission for the sale of alcohol. If any form of Music is to be played then the correct licence shall be in force, the cost of which is to be borne by the **HIRER**.
11. **Retainer:** - The committee may deem a retainer is required. The retainer is refundable in full, after the function/event, providing that no damage is incurred and that the premises are left in a clean and tidy condition within the booking hours. The group may demand an additional guarantee or security against such loss, if necessary. The committee shall be sole judges of the damage/excess time and the amount of payment by the **HIRER**.
12. **Smoking:** - The **HIRER** shall ensure that there is **NO SMOKING** on the premises at all times, as this invalidates the group insurance.
13. **Supervision:** - The **HIRER** must be over 18 years of age and shall remain on the premises.
14. **Undertaking:** - In every letting there shall be deemed to be implied on the part of the **HIRER**, an undertaking with the group to comply with these Terms and Conditions, and the statutory provisions governing use of group property, and to indemnify and save the group from all penalties and costs they or he may occur in consequence of any default in complying with such Terms, Conditions and provisions.

Registered Charity No. 525066

I have received a copy of this Notice and abide by the Conditions of Letting

HIRER

Print _____

Signed _____

Date _____