



TERMS OF USE

Confirmation of a booking requires the user to comply with General Terms and Conditions for room use as listed below:

**In all instances the Scout Group activities will have
Precedence over any dates requested.**

- Ø All reservations are provisional until a written confirmation is issued by the Committee
- Ø The reservation will be made for a specified length of time and your function must start and finish at the agreed times. Should your function continue after this time additional charges will be payable. (includes setting up and cleaning)
- Ø The **maximum** capacity of the room used (**40** people) must not be exceeded.
- Ø All fire regulations and security regulations of the Headquarters must be observed at all times.
- Ø The Headquarters is a **NON SMOKING** building.
- Ø Any accidents or near misses occurring within the Headquarters must be reported at the first opportunity to a member of The Committee.
- Ø The user will indemnify The Committee against any claims, which arise from a booking. The user will be liable to make good any damage to the furniture and fittings howsoever caused.
- Ø The user will not under any circumstances alter, change or take away any property belonging to the Headquarters.
- Ø To reduce nuisance to neighbours a non negotiable curfew of 10:00pm has been applied.
- Ø Do not allow children access to the rear outside of the premises.
- Ø No food to be taken outside of main hall
- Ø The Committee reserves the right to cancel a booking without incurring any liability, and ask the user to leave the premises if the Terms of Use are not adhered to.

Cancellations

The following charges of the full usage cost apply to any cancellation by the user:

- ü Up to two weeks prior to the function 15% of room charge
- ü Between two weeks and two days before the function 25% of room charge
- ü 48 hours or less 50% of room charge

I agree to abide by the Terms of Use as set above. I understand failure to comply could result in being asked to leave with no refund

Name Please Print _____

Signed _____

Date _____

Address _____

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