



# Trentham Scout House

Churchill Avenue, Trentham,  
Stoke on Trent, ST4 8PF  
Contact Tel: 07999 875123  
www.trenthamscouts.org.uk

## *Booking Form*

### Organisers Details

Name: .....

Address: .....

.....

.....

Tel No: .....

Email: .....

### Booking Details

Date of Event: .....

Times: Start: ..... End: .....

Number of Expected People: .....

Purpose of Scout House Hire: .....

**I have read the Trentham Scout House Terms & Conditions of hire and will ensure they are complied with.**

**I enclose a cheque for the sum of £50 in respect of the deposit along with separate payment of £..... for ..... Hours hire. I understand the deposit cheque will be returned within 14 days of the event, subject to the approved conditions.**

Signed: .....

Date: .....

# *Terms & Conditions of Hire for Trentham Scout House*

## **Confirmation of Bookings**

Please complete the form overleaf and contact us via the telephone number on the booking form to arrange booking.

Trentham Scout Group reserves the right to refuse any application without stating the reason for doing so and reserves the right to impose special conditions should this be required.

## **Cancellation of Bookings**

If bookings are cancelled within a period of 28 days prior to the date of the event will be subject to a 50% charge. All confirmed bookings must be cancelled in writing.

Any cancellation within 7 days of the event will be charged in full.

## **Postponed Bookings**

Confirmed bookings which are postponed will not be subject to a charge if the alternative date is confirmed. At least 2 weeks notice must be given prior to the original booking taking place.

## **Payment Details**

Payment is to be made with the booking request. Use of the Scout House is charged at £12 per hour, minimum 3 hour booking, a returnable deposit of £50 is also required and all or a portion of the deposit will be forfeit if the Scout House is left in an unreasonable condition, damaged or the function unreasonably over-runs its exit time. The deposit cheque will be returned within 14 days of the event, subject to the approved conditions. **The hirer will be responsible for ensuring the Scout House is left neat and tidy after use, and that any rubbish is removed and spillages cleaned up.**

## **Loss or Damage**

The Scout Group shall not be responsible for any loss or damage to any property of the hirer or of any other person, left, deposited in or brought onto the premises, and the hirer shall indemnify the Scout Group against all actions, claims, damages, expenses and penalties arising out of, or in any way connected with such loss or damage or use of the Scout House by the hirer.

## **Capacity**

The maximum number of people admitted to any function in the Scout House is 125 standing or 80 seated.

## **Alterations**

The hirer shall not carry out any alterations to the building, nor fix or cause to be fixed any apparatus, equipment, notice or decoration without prior consent from the Scout Group.

## **Smoking**

Under no circumstances will smoking be allowed in or around the premises.

## **Entertainment**

Lettings for music dancing are permissible only if the entertainment is for a closed organisation or where admission is by invitation. All other entertainment is classified as public entertainments and there exists a statutory requirement that the building must be licensed. Since these premises do not conform with the regulations covering issues of licences, lettings for public entertainment cannot be approved.

## **Hazardous Materials**

Hirers should not bring onto the premises any hazardous materials such as compressed gas cylinders, paraffin heaters etc.

## **Animals**

Animals, with the exception of guide dogs, are not allowed in the Scout House or grounds without the prior consent of the Scout Group.

## **Car Parking**

The hirer shall ensure that persons using the premises park in the space provided or elsewhere near the premises as long as this does not cause obstruction to roads and accessways.

## **Alcohol**

The premises are not licensed for the sale or consumption of alcohol.

## **Vacation of Premises**

No letting shall continue beyond 9pm. Vacation of the premises must be prompt.

## **Hire Charges**

All charges are £12 per hour, with a 3 hour minimum.