



11th SOUTHAMPTON CITY SCOUT GROUP

Please be aware the primary use of this hall is for children's education and their activities

RULES FOR LETTING OF PREMISES

The Hall is available for hourly hire to **non-profit groups** or for **social functions** under the following conditions:

1. The Hall will accommodate 90 people seated around tables with no spare area.
2. The Hall has a maximum standing capacity of 150 people for fire and safety regulations
3. The Hall and ante-rooms to be left in a reasonable state of cleanliness after use.
4. All rubbish must be removed from the premises and grounds and taken home. Bottles, cans and glass must not be left in dustbins or anywhere on the premises.
5. Structural damage or damage to fittings and fixtures must be reported to the Lettings Officer.
6. Lights and heating must be switched off, sink taps turned off and premises securely locked after use.
7. Noise levels must be minimal. The premises is in a residential area and neighbours must NOT be disturbed
8. Evening functions must cease by **11 p.m.** Organisers must have cleaned, left and locked the premises by **11:30 at the very latest**
9. The sale of alcohol is permitted once the necessary legal procedures have been followed and in accordance with the licensing laws.
10. Proper Adult supervision must be obtained at all times at all functions.
11. The Hall must be cleaned following the event and the key returned immediately. All surfaces must be cleaned and a walk around inspection should find no rubbish or broken items, bearing in mind these premises are used by both young children and vulnerable adults. All rubbish must be taken away with you and not left in existing bins.
12. Any variation to the above must be written on the reverse of this form and signed by BOTH parties.

CHARGES

- a) A key money charge of £35 which is returned to the hirer once the premises has been inspected after each letting and the rules of letting seen to have been complied with.
- b) The normal charge for use is £12 an hour.
- c) Where the above rules are not adhered to the hirer may forfeit the key money or part thereof.
- d)

We are prepared to carry out legal action to recover any costs of damage or misuse.

GROUP CHAIRPERSON: Mr Cevn Vibert

WEBSITE: www.11th.escouts.net

I, THE HIRER, AGREE TO ABIDE BY THE RULES LISTED ABOVE

SIGNED.....DATE.....

NAME.....ADDRESS.....

PHONE NUMBERS

Please reply to the Lettings Officer:

Alan Aston. 66 Howard's Grove, Shirley, Southampton. SO15 5PU Tel. 80 323273