

23rd BATH (Avonvale) SCOUT GROUP

HEADQUARTERS BOOKING FORM

CONDITIONS OF USE

The following notes are provided as information to those who may wish to use our headquarters building.

- 1 The insurance for the building does not cover damage to the fabric, fixtures or fittings as the result of activities other than those associated with Scouting. **YOU** are therefore responsible for any such damage and will be required to cover the cost of any repairs and/or replacements.
- 2 We do not employ either a caretaker or a cleaner, relying entirely on volunteer helpers to keep the building clean. Therefore, we have a right to expect you to leave the building in a clean and tidy condition and it is essential that you:
 - Sweep the main hall before you leave
 - Remove all of your rubbish – there is no B&NES rubbish collection service
 - Flush all toilets and ensure that they are left clean
 - Switch off the water heater, cooker and extractor fans
 - Ensure that all the water taps are turned off and are not dripping – **we are metered**
- 3 The heating controls are pre-programmed for regular meetings. If you should find it necessary to over-ride the controls then it is **your responsibility** to switch off when you leave the building. If you fail to do so we will ask you for a further contribution.
- 4 Please note that the store room, on the left as you enter the building, and the meeting room in the south-west corner, are both “off-limits” unless we have agreed otherwise.
- 5 The charge for the use of the building will be based on the number of hours of occupation, **including setting up and clearing away time** and is normally paid in advance. The need for and amount of any deposit will be entirely at the Group’s discretion.
- 6 Charge out rates are as follows:

1 hour	£12
2hours	£22
3hours	£30
> 3 hours	£ 8 per hour.

The charge for overnight or weekend use will be by agreement.
- 7 The receipt of a signed **Booking Form and a deposit** will confirm the booking and commit you and/or the organization you represent to these **Conditions of Use**.
- 8 Arrangements for collecting the keys should be made well in advance of the booked date. Normally they will be held by Eddie Pensom on 07778 496202 on which number there is an answering service.
If you do not get a reply, please try the following:
Helen Davy, *Group Scout Leader*, tel.no. (01225) 852729

J F Stables *Hon. Treasurer*