Registered Charity Number 305662

HALL BOOKING APPLICATION AND CONDITIONS OF HIRE

Instructions:

1) Check the details completed on this form and inform Mrs J Francis, 48 Alberta Close, Kesgrave, IP5 1HS. Tel:07923574990 kesgravehallhire@suffolkscouts.org.uk of any amendment necessary. (If you have downloaded and completed the form from the website then please be aware that your booking is not confirmed until this form is returned to you and signed below.)
2) The hire charge below should be paid at the time of booking; payment details can be found overleaf.
3) IMPORTANT: One week before the event contact Mrs J Francis, to arrange collection of a key to the hall.
4) The hall key should be returned to the designated drop-off point immediately after the event.

BOOKING DETAILS

Name of Hirer (& Organisation) (must be present at the event)	
Address of Hirer	
Hirer contact Telephone Number	
Hirer Email	
Purpose of Hire	
Day and Date Hall required	
Times (Please remember to include time for setting up and clearing away)	

Facilities Required (please tick):

☐	High Hall (13mx9m) has 10 large, 6 medium, 4 small tables, 60 chairs
☐	Low hall (13mx9m) has 12 large, 3 medium, 3 small tables, 60 chairs
☐	Meeting Room
☐	Wi Fi (if required an access code will be issued on collection of the key)

There is a shared kitchen with urn, kettles, 2 cookers, 2 microwaves, mugs and crockery/cutlery for 50

- I/We agree to observe and abide by the conditions of hire overleaf.

Signed Date

Total Hire Charge	Date of Receipt	Booking confirmed

pay online to 1st Kesgrave Scout Group 20-16-12 13667898 ref "*your surname dd mm" eg Smith 02 Aug*

- **Your booking will be confirmed only when the hire charge has been received.**

Signed Date

CONDITIONS OF HIRE

1. The Hirer shall be over the age of 21
2. All evening events must end by 11.30pm or 10.30pm on Sunday
3. MAXIMUM PERMITTED NUMBERS
   These should not exceed: -
   Low hall: 100 (for any event)
   High hall: 100 (for any event)
   It is recommended to view the Hall if maximum numbers are expected, and seating is required. This is for your own comfort and safety at the event which is being organised.
4. The Hirer must provide enough responsible adult attendants or stewards for adequate supervision of the premises and users therein. Two such stewards for up to 100 people, and one for each additional 50 thereafter, must be designated to take charge in case of fire and should familiarise themselves with the position of exits, which should be kept clear, and the operation of the fire alarm and firefighting equipment. Such stewards should be able to give full assistance in evacuating the premises and be readily identifiable to members of the public in the event of such emergency.
5. The Hirer shall be responsible for all activities carried out during the hiring and that they comply with any pertinent regulation or licence.
6. The Hirer will, during the period of hire, be responsible for the supervision; care and protection from damage of the premises, fabric and contents and for the behaviour of all persons using the premises whatever their capacity.
7. The Hirer shall indemnify the Scout Group for the cost of repair of any accidental or wilful damage to any part of the premises or contents, which may occur during the period of hire, and the Scout Group reserve the right to take legal action to reclaim monies owing.
8. The Hirer shall be responsible for leaving the premises and surroundings clean and tidy, at the proper time, fit to be used by the next letting or Scout meeting. All articles brought into the hall must be taken away by the hirer and all rubbish, may be deposited in the skip in the yard.
9. To the extent permitted by the Unfair Contract Terms Act 1977, the Scout Group shall not be liable for any injury to persons, loss or damage to property brought onto the premises or for any consequential loss.
10. The Hirer shall report to the Scout Group when returning the key any injury to persons. or loss or damage of property, or any faulty/unsafe infrastructure found or kit/equipment used. In the case of destruction, damage or loss by theft, or attempt thereat, the Hirer shall give immediate notice to the police. In the event of any occurrence likely to give rise to a claim or upon receipt by the Hirer of notice of claim, the Hirer shall immediately notify the Scout Group and provide information as the Scout Group require.
11. The Hirer shall enter any injuries in the accident book at the rear of the first aid kit.
12. The Hirer shall not sub-let or use the premises in any unlawful way or bring on to the premises anything, which may endanger the same.
13. Any complaints concerning the premises must be made as soon as possible in writing to the Scout Group.
14. In the event of the premises being rendered unfit for the use it was hired; the Scout Group shall not be liable for any loss whatsoever.
15. The Scout Group reserves the right of free admission during the period of hire to observe compliance of the conditions of hire.
16. The Scout Group reserve the right to cancel bookings with 3 months' notice if the hall is required for Scouting activities.
17. The selling of alcohol on the premises is forbidden, unless you have obtained a licence. Provision of a bar for your own use is permitted providing no charge is levied.
18. The Scout Hall has a public entertainments license.
19. The Hirer shall be deemed nominated in writing as the person charged with insuring that the provisions of the Public Entertainments licence are complied with during the hiring.
20. Limited car parking facilities are provided at the rear of the hall
    - space is not guaranteed
    - users of the car park are to park in an orderly and sensible fashion so as not to block access to buildings or other vehicles
    - users park their vehicles at their own risk
    - overnight parking is not permitted
    - the gate to the car park must be unlocked at all times while the building is occupied.
21. In the event of any queries, problems or complaints, then please contact Mrs C Comber, 7 Quantock Close, Rushmere St. Andrew. Tel: 07801654780. Email celia.comber@suffolkscouts.org.uk

CHARGES: 01 January 2026

Standard Rates (excludes Saturday evening)

Sessions	8am - 1pm	1pm - 6pm	6pm-12am
Per Hour	£18.00		

Saturday Evening

Sessions	6pm-12pm
Per Session	£150.00

Scout Hall Address: 1st Kesgrave Scout Hall
Twelve Acre Approach
Kesgrave IP5 1JF

Payment Details:

Pay online to 1st Kesgrave Scout Group 20-16-12 13667898
ref "*your surname dd mm" eg Smith 02 Aug*
or Cheques payable to '1st Kesgrave Scout Group' and send to Mrs J Francis, 48 Alberta Close, Kesgrave, IP5 1HS