

An application for the use of Mafeking Hall and/or the activity fields will only be approved subject to your agreement to the conditions herein.

**1. Booking Charges/deposits**

A 50% deposit is required by cheque at time of booking. Remaining 50% is payable no later than 2 weeks before the event. A separate £25 cheque for damage deposit is required at time of booking. This cheque will be shredded if no damage occurs.

**2. Arrival/Departure Times**

For week bookings arrival is after 2.00pm on the first day, departure is by 12.00 noon on the last day and for weekend bookings, from 5.00pm on Friday until 4.00pm on Sunday. Additional setting up times prior to and for clearing up after an event must be agreed with the Booking Secretary at the time of booking. An extra hourly charge may be made for all late departures.

**3. Caravans**

Cotswold Edge Scout District reserves the right to specify the location of caravans on site.

**4. Payments**

Payments must be made in advance by bank transfer or cheque to be made payable to **Cotswold Edge District Scout Council** and must reach the booking secretary at least 48 hours before the hire commences. Late payment may result in cancellation of the booking, in which case the District reserves the right to re-let the accommodation.

**5. Housekeeping**

You are responsible to assure that the ground area and/or buildings hired are left in a clean and tidy condition ("leave as you would wish to find"). The kitchen is to be cleaned and all food and food waste removed. Toilets and wash areas should be cleaned and left tidy. All areas should be inspected before the hirer leaves the site, as you will bear the cost of any ground re-instatement works that may be required following the event, and/or additional cleaning cost required to prepare the facilities for the next user, and/or the cost of removing refuse. All refuse/waste must be taken away by the hirer.

**6. Accidents**

All accidents should be recorded in the hirers own accident book, completing any incident report form in use by the hirer. NOTE: all hirers are responsible for their own First Aid provision

**7. Noise**

The site has established a good relationship with its' neighbours, which must not be jeopardised by the actions of the hirers. The site operates a strict code of practise, ALL live/pre-recorded music has a curfew of 11pm Sunday to Thursday and 12 midnight on Friday and Saturday.

**8. Food safety**

Any event which includes a supply and/or purchase and/or consumption of prepared food items must comply with the relevant requirements of the Food Safety Act 1990 and the

Food Safety (General Food Hygiene) regulations 1995.

**9. Chemicals**

Where an event or hire includes the use of chemicals (even if only cleaning materials) hirers are expected to comply fully with COSHH regulations and have all hazards identified. A copy of the hazard list should be available for inspection, if required, by the District.

**NOTE:** if using chemicals the hirer is responsible for provision of any protective equipment. If carrying out site toilet cleaning duties protective equipment must be used.

**10. Dogs**

There is a strict policy of **NO DOGS** on site (except Registered Assistance dogs).

**11. Licences**

If any event requires a license, such as sale of intoxicating liquor, or public entertainment, it is the responsibility of the hirer to obtain this and it must be seen by the Booking Secretary prior to the event.

**12. Additional conditions**

Some events may be subject to additional conditions (e.g. events involving the general public), These will be notified to the hirer by the Booking Secretary.

**13. Fires**

The lighting of fires is restricted to the fire circle and fire pits in the small field only, no fires or fire pits are to be used or dug in the Tullett Field. Should you wish to use open fires you will be required to provide your own wood.