

Cotswold Edge District Scout Council

Application for the hire of Mafeking Hall and/or Activity Fields

Name of Hirer			
Group/Organisation			
Contact Address and Postcode			
Email address			
Contact phone numbers	Home:	Mobile:	
Application for hire of:	Hall, small field & Tulleth Field Yes/No	Tulleth Field Yes/No	Fee: £
Reason for hire			
Arrival	Date:	Time:	
Departure	Date:	Time:	
Expected numbers	Children:	Leaders:	Others:
I/We have read and agree to the Conditions of Hire			
Signature of hirer			Date:

Cheques should be made payable to **Cotswold Edge District Scout Council** and should reach the Booking Secretary at least **5 days** before the hire commences.

Booking Secretary: Mrs B Eaton, 16 Glenfall, Yate, Bristol BS37 4LX Tel. 01454 316998

CONFIRMATION OF BOOKING

(To be completed by the Booking Secretary and returned to hirer on receipt of fee)

Name of hirer:

Group/Organisation:

Your booking of the Cotswold Edge District HQ is confirmed as follows:

(Please note that your booking is NOT confirmed until you have received this slip back).

Hall, small field & Tulleth Field Yes/No	Tulleth Field Yes/No	Fee paid: £
Any comments or notices:		
Arrival	Date:	Time:
Departure	Date:	Time:
Please tell the key holder what you are hiring: The Hall, The Tulleth Field or both		

Signature of Booking Secretary:

Date:

Key Holder: Alison Moore, 69 Long Croft, Brimsham Park, Yate, South Gloucestershire BS37 7YN Tel. 01454 883251
Please contact the key holder at least **5 days** before the hiring to arrange collections of the key.



Cotswold Edge District Scout Council

CONDITIONS OF HIRE

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

1. Booking Charges/deposits

A non-returnable booking fee of £10.00 is required for all bookings.

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 Warden in advance. 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 and cheques should 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.

6. Housekeeping

You are responsible to ensure 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 should 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 reinstatement 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.**

7. Accidents

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

8. Noise

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

9. Food Safety

Any event which includes the 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.

10. 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 protective equipment. If carrying out site toilet cleaning duties protective equipment must be used.

11. Dogs

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

12. Licences

If any event requires a licence, 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 Warden prior to the event.

13. Additional Conditions

Some events may be subject to additional conditions (e.g. events involving the general public). These will be notified to hirers by the District.

INFORMATION SHEET FOR USERS OF MAFEKING HALL

Keys:

It is your responsibility to make sure that you have contacted the key holder before your visit.

The key holder is: Alison Moore, 69 Long Croft, Brimsham Park, Yate, South Glos BS37 7YN Tel. 01454 883251

Water:

Please note that the water supply is metered. PLEASE DO NOT WASTE IT. In cold weather please ensure that all stops taps are turned off before vacating the building.

- Main stopcock: Under the sink in the kitchen, on right.
- Hot water stopcock: Under the sink in the kitchen, on left.
- Wash sinks & ladies: To the left of the lavatory in male cubicle.
- Gents urinals: At the end of the stalls.

Heating and lighting:

The master switch for the wall heaters is just below the cupboard opposite the kitchen door. Press 1 to 3 times for maximum of 2 hours. After this, you will need to press the master switch again for more heater time. During hours of darkness, the emergency lights must be switched on. *Please ensure that all lights (including emergency lights) are switched off when you leave.*

Tullett Field:

The Tullett field is clearly marked. If you want to use this field, please make sure that you have paid for it, or arrange to pay for it after use.

*There is a pond in this field. The water in this pond can become very deep. **All children should be warned not to go near this pond unsupervised.***

Emergencies:

Users of the hall are advised to acquaint themselves with the location of fire extinguishers and emergency exits. You are advised to bring mobile phones. The nearest pay phone can be found at the bottom of the hill past Bitterwell Lake. The location of Mafeking Hall is: Serridge Lane, Coalpit Heath, South Gloucestershire. The Grid Reference is ST 155 677797.

Directions for emergency vehicles: from the roundabout on the Ring Road at the Beefeater Emersons Green Restaurant, take the Westerleigh Road towards Crematorium and Westerleigh. After going over the M4 Motorway take left turn at the crossroads into Henfield Road towards Coalpit Heath and Bitterwell Lake. Fork right at phone box into Ram Hill towards Bitterwell Lake. Go to the top of the hill and take the left turn (opposite the stone toadstools) into Serridge Lane. Mafeking is shortly on the left at the notice for "Cotswold Edge Scout District"

Contact phone numbers:

If you have an urgent problem during your stay, please contact Cotswold Edge Scout District, in the following order:

Alan Bartlett, Hall Manager. Tel. 01453 845415

Arnold Tucker, District Commissioner. Tel. 01454 261824

Please note that the above numbers are not a 24-hour helpline and it may be some time before your call can be dealt with. For queries prior to your visit, please contact the Booking Secretary.

Toilets and sinks:

Please note that these are for all visitors. If another Group is using the site, you will be sharing them.