



# 2<sup>nd</sup> Crowthorne Scout Hall Hire

## T&C's / FAQ's

### **What size are the halls?**

2<sup>nd</sup> Crowthorne Scout has two halls, the main hall is 11.3m long x 7.3m wide and the small hall is 7.3m wide x 7.2m long. There is also a small middle section that can be used for break-outs etc.

### **Can I hire both together?**

Yes, this is subject to availability. There is a discount on the hourly rate for hiring the second hall, both include the use of the facilities.

### **How much does it cost to hire?**

2025 prices are £14 per hour for the main hall and £12 per hour for the small hall, with a discount applied for the hire of both halls/single use of the hut to £22 per hour.

### **Is there any outside space I can use?**

Yes, both halls have side access to the outside space between the huts. There is also a public playpark and woods within the Leisure complex.

### **Do I need to include my setup and clear-up time in my hire time?**

Yes you do. We normally recommend half an hour on either side of the main hire time.

### **Are there any tables and chairs?**

There are several chairs and tables available to use (6"x2") stored in the middle area between both halls, please return after use, please note Scout equipment is not available for use.

### **Can alcohol be served?**

Guests may bring alcohol for their own consumption. Please note that both halls are not licensed premises for the sale of alcohol. Should you wish to sell alcohol then you will need to obtain a Temporary Events Licence from Wokingham Borough Council for a nominal fee. Further information can be found here <https://publicprotectionpartnership.org.uk/licensing/alcohol-andentertainment/temporary-event-notice/>

### **Is there a kitchen?**

Both halls share a small kitchen area with a sink and cooker. Please note there is no fridge or kettle provided. Tea towels need to be provided by the hirer. 2<sup>nd</sup> Crowthorne Scout Group takes no responsibility for any adverse infections, illnesses or reactions or such like during the preparation, serving or consumption of any food products. No animals will be allowed in the kitchen. Please do not allow Children in the kitchen unless closely supervised by adults.

### **Is there any crockery or cups/glasses provided?**

There are some useful items in the cupboards, please wash them up and replace them after use. However, hirers may prefer to bring their own.

**Can I bring an outside catering company in to do the catering? Do you have anyone you recommend?** You may bring outside caterers in however we are not able to endorse any particular catering company.

**I want to have a party with a bouncy castle, is this possible?**

We do not accept bookings for private parties, there are nearby halls available for hire that do. We would not recommend bouncy castles in the hall due to the low suspended beams. We do not allow smoke or snow machines.

**Can I decorate the hall?**

Please do not attach anything that can damage the walls such as sticky tape and pins or 'Blu Tack' which can leave residue. There are pinboards and whiteboards available, everything must be removed at the end of hire.

**Is there a car park?**

There is a large public car park within the Leisure complex, please note that parking is at your own risk.

**Do you have a projector screen and projector?**

No, however, you're welcome to bring your own.

**Is there WIFI at the hall?**

There is no public WIFI.

**What are the maximum noise levels?**

Noise levels should be kept to a minimum respecting our close neighbours.

**How many toilets do you have?**

There are two all-gender (neutral) cubicles and a further separate inclusive accessible toilet.

**How do I pay?**

You will receive an invoice by email, settlement is required within 2 weeks by BACS transfer.

**Do I need a key to access the hall on my day of hire or will someone let me in?**

Access to the hall is via a key storage code, the box is located toward the front of the hut, on the left side facing the doors. The code will be emailed to you before your hire

**Do I need to clean at the end of my hire?**

Please sweep/mop up, remove any debris and clean up any spillages you have made. Chairs and tables need to be returned to the storage areas.

Before you leave please ensure toilets are flushed, windows are closed and lights are switched off before closing the door securely behind you when exiting replace the key into the outside holder.

**Where do I dispose of my rubbish at the end of my hire?**

All rubbish must be taken home with you.

**What is the latest time I can hire the hall until?**

The hall must be vacated by 10pm.

## **In case of an accident, is there a First Aid kit?**

All Hall hirers must provide first aid facilities and First Aiders where required.

## **Who is responsible for H&S?**

The person designated as the Lead booker/hirer, will be responsible for any Health & Safety matters during the time the hall/s are hired. **If an incident occurs where the emergency services are called you must notify 2<sup>nd</sup> Crowthorne Group as soon as possible.**

## **Can I use my own electrical equipment?**

Yes, you can – However, all electrical equipment must be PAT tested. We may spot-check and request that any untested items be removed until tested (with valid stickers). Any hirer repeatedly caught with no testing will be immediately terminated, as this is putting our building at risk.

## **How do I make a booking?**

To view, or for any queries, please email [SecondCrowthorneScoutGroup@outlook.com](mailto:SecondCrowthorneScoutGroup@outlook.com) or use the 'contact us' form on the website, which can be found here: <https://www.2crowthornegroup.com/>

## **What happens if I need to cancel?**

If a hirer wishes to cancel their booking they must give 7 days notice in writing (email). If notice is given after 7 days, 50% of the hire fee will be charged, unless the hall can be re-let, in which case there will be no charges incurred.

## **Cancellation of hire dates**

2<sup>nd</sup> Crowthorne Scout Group reserves the right to give notice that specific hire dates, otherwise considered booked, if it will not be available to accommodate scouting activities or other special requirements such as maintenance from time to time. If so, reasonable notice will be given, except in emergency situations.