

1st Fair Oak Scout Group (8th Eastleigh)

Botley Road, Fair Oak, Eastleigh, Hampshire, SO50 7AN



Conditions and arrangements for Hirers and Users of 1st Fair Oak (8th Eastleigh) Headquarters Building and Grounds.

Bookings for H.Q. Building

Group Users must inform Booking Secretary if they wish to use building other than their regular time of use.

Hirers must make their bookings with the Booking Secretary; bookings can only be taken for times when not required for Group activities or use.

General Information

It is the responsibility of the hirers or users of the building to leave it in a clean and tidy condition for the next hirer/user. The Groups cleaner only provides a backup service, if a hirer leaves the building in a dirty condition they may be asked to pay for the service.

The facilities are provided under hire for any reasonable use for this type of space and facility. Any unusual or special uses must be agreed via the Booking Secretary in advance.

As part of the hire, toilet paper, soap and hand towels are provided in the cloakrooms and kitchen.

Tables and Chairs

As part of the hire, use of Group tables and chairs is permitted. Any tables and chairs removed from the store must be cleaned and returned to the store at the end of the booking.

Safety and Emergency Equipment

Do not obstruct fire doors.

Fire Extinguishers must only be used in the case of a fire. If used please inform Booking Secretary.

First Aid Box if used please record incident details in the accident book.

Do not alter or tamper with any Heating controls or Alarms.

Keys

All keys are the property of the group. Additional keys should only be obtained through the Booking Secretary or Chairman of the Executive Committee and must be registered.

Waste

As we have limited waste disposal facilities, please take any significant rubbish away with you.

Booking Secretary

For all communication regarding hall bookings please contact the Bookings Secretary;

Brenda Cowley - 023 80693189