

## **BOOKHAM SCOUTING CENTRE – GENERAL INFORMATION**

Please be informed that access to the centre will be via the provision of access to keys and alarm codes, further details of which can be provided on request to [peterduke\\_1@hotmail.com](mailto:peterduke_1@hotmail.com). Details will also be provided to any confirmed hirer.

**Additional Equipment:** Any equipment that you wish to bring in to the centre must be approved by us beforehand and you are responsible for insuring any such equipment.

**No smoking:** Smoking is not allowed on the premises and this applies to both inside the building and anywhere in the grounds.

**Sellotape or Blu Tac:** We do not allow Sellotape or Blu Tac to be used on any of the walls or white paintwork.

**Security:** From the time Centre is handed over to the hirer the hirer is responsible for the building and the grounds and therefore at no time should the premises be left unattended.

**Use of the grass area:** There are times when any use of our outside grass area will result in the floors inside being left very dirty particularly if the ground outside is wet when the hall floor can become very slippery. Although there are brooms and mops available in the cupboard in the disabled toilet, we have in the past had to ask our cleaner to do a supplementary clean with the machine for which there would be a supplementary charge. For this reason, we strongly suggest children in particular bring a change of footwear to wear inside the building if you intend to have an outside activity.

**Sound equipment:** Please let us know immediately if you require the use of our sound equipment or the internet as it may be necessary to make an appointment to meet at the Centre so that you can be familiar with the equipment in advance. (N.B. Hirers take full responsibility for any damage incurred during the hire)

**White boards** If you use the white boards, please use the correct marker pens.

**Footballs:** Because you are responsible for any damage or breakages, no hard balls are allowed inside the building.

**Toilets and Kitchen:** Please check the toilets are as they should be before you leave and that the kitchen is clean with the crockery and cutlery put away. There should be sufficient cleaning materials in all the toilets and in the kitchen. We suggest the disabled toilet is not used unless some adults need that facility. The other toilets are quite suitable for both adults and children.

**Brooms, mops etc:** There are brooms in the cupboard in the disabled toilet.

**Tea towels and Bin liners:** Both are kept in the kitchen drawers. For hygiene reasons we suggest you bring your own tea towels.

**Water boiler:** If you need to provide a number of hot drinks and you consider a kettle might be insufficient we do have a water boiler as well as a kettle in the kitchen. Please contact us in advance to discuss use of this.

**Waste bins:** If you fill up the kitchen waste bins, please take excess home with you. Additional bin liners are kept in the kitchen drawer.

**Tables and chairs:** There are 6 Green tables available in the hall. These cannot be taken outside. However, there are more brown tables available if required for outside and inside use. Any chairs taken onto the grass will need the legs cleaned before returning them to the hall. Please try not to drag tables and chairs as this can mark the floor.

**Meeting room:** The green cloth chairs in the meeting room are NOT for children's use and need to be set aside during a party and replaced with the plastic chairs from the hall if it is your intention to use the meeting room for children's party food.

**Supervision:** Please do not allow young children into the kitchen unsupervised and please ensure adequate supervision throughout. When outside children must not be allowed to climb on and around the trailer and pioneering pole shelters. The traversing wall is 'out of bounds' to all hirers. Goals can be moved but must be replaced afterwards.

**Incident log:** This is available in the kitchen. It should be used to record any incidents or accidents that occur during your booking, which must also be reported.

Thank you for your support and for helping to keep our hall in good order for the benefit of both Scouting and our other hirers