



# Deorfrith Lodge



## ROOM BOOKING APPLICATION FORM

Any indication given that the Lodge is available is PROVISIONAL until a booking has been agreed by the Hall manager with you (sent probably by email) and a deposit has been received.

Name of Organisation (**the Hirer**) \_\_\_\_\_

Order No. (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Full Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tel No. \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

START DATE \_\_\_\_\_

START Time \_\_\_\_\_

(Time you will be there to be let in)

END DATE (if different) \_\_\_\_\_

FINISH Time \_\_\_\_\_

PURPOSE \_\_\_\_\_

No. OF PEOPLE \_\_\_\_\_

Please Click the box if you require secondary parking

ANY OTHER REQUIREMENTS \_\_\_\_\_  
\_\_\_\_\_

Signed by the Hirer (or as an authorised signatory on behalf of the Hirer)

Signature Print	Name
Date of application	

We will process your Application as quickly as possible. Please complete the form and return to the following address:-

Deorfrith Lodge Bookings  
c/o Tim or Sara Le Bas  
15 Wellands Road  
Lyndhurst  
SO43 7AB

Or email the completed form to: [deorfrith@lyndhurstscouts.org.uk](mailto:deorfrith@lyndhurstscouts.org.uk)

## **Booking Conditions (edition 21st Dec 2023)**

Please read the following sections carefully. Booking the Lodge or a room within the Lodge means acceptance of these terms and conditions.

### **1 Booking**

- 1.1 Applications should be made in writing or by email to a Deorfrith Lodge Hall Manager (The Manager).
- 1.2 Every booking on behalf of an organisation or group shall require the signature of an individual who shall be personally bound by and legally responsible under these terms and conditions as if he/she were the Hirer.
- 1.3 Private Party Bookings please see the special conditions applicable to your event as set out in clause 16 below.
- 1.4 Booking times must be strictly adhered to. Preparation and clearing up time must be included in time booked. Exceeding the period booked may result in a surcharge.
- 1.5 The Manager reserves the right to cancel or rearrange a hiring, including regular bookings, at their discretion.
- 1.6 The Manager reserves the right to amend charges and any conditions of use (including those set out in these Booking Conditions) at any time.
- 1.7 The Hirer (or the authorised person signing on behalf of the Hirer) must be over the age of 21.
- 1.8 The Manager reserves the right to refuse or cancel any booking where it thinks it is appropriate to do so.

### **2 Key Collection and security**

- 2.1 Access to the Lodge is by keycode. The code will be given to the hirer immediately prior to the booking by the Manager or their representative. The code is changed regularly and thus will not be given out early unless by arrangement. During hires the burglar alarm will be switched off. Hirers will not switch on the burglar alarm on departure but ensure that all external doors are securely closed and locked. To lock the door press the # key down for 3 seconds.

### **3 Cancellation of a booking**

- 3.1 Cancellation of a booking must be made in writing by the person who made the original booking request.
- 3.2 Cancellation of a booking not less than 1 week before booked event will result in full payment and no refund will be offered.
- 3.3 Cancellation of a booking between 1 and 3 weeks before the booked event will result in 50% of the payment being refunded.
- 3.4 Cancellation of a booking more than 3 weeks before the booked event will result in a full refund of the payment (less the non-refundable deposit)

### **4 Use of Lodge etc and damage**

- 4.1 The Hirer will, during the period of hire, be responsible for the supervision, care and protection from damage of the Lodge, fabric and contents and for the behaviour of all persons using the Lodge whatever their capacity.
- 4.2 The Hirer shall indemnify the Manager for the cost of repair of any accidental or willful damage to any part of the Lodge or contents which may occur during the period of hire.
- 4.3 The Hirer shall indemnify the Manager for the cost of repair for damage done to any part of the Lodge including the grounds and contents of the buildings which may occur as a result of the hiring.
- 4.4 The Hirer will be responsible for any additional charges incurred by the Manager if extra cleaning is necessary.
- 4.5 The Hirer shall be responsible for leaving the Lodge and surroundings clean and tidy, at the proper time, fit to be used by the next letting or Scout meeting. All articles brought into the hall and all rubbish, must be taken away by the Hirer.
- 4.6 The Hirer shall report to the Manager when returning the key any injury to persons or loss or damage of property. In the case of destruction, damage or loss by theft, or attempt thereof, the Hirer shall give immediate notice to the police. In the event of any occurrence likely to give rise to a claim or upon receipt by the Hirer of notice of claim, the Hirer shall immediately notify the Manager and provide information as the Manager may require.
- 4.7 The Hirer shall not sub-let or use the Lodge in any unlawful way or bring on to the Lodge anything which may endanger the same.
- 4.8 The Manager reserves the right of admission at any time to check compliance of the conditions of hire.

### **5 Licences**

- 5.1 The Lodge DOES NOT HAVE LICENCE FOR THE SALE OF ALCOHOL and Hirers should seek guidance from NFDC Licensing Office on 023 8028 5505 in this respect. The selling of alcohol on the Lodge is forbidden, unless the Hirer has obtained a license from the appropriate licensing court. Provision of a bar for the hirer's own use is permitted providing no charge is levied.
- 5.2 The Lodge has a public entertainments licence. Without this license it would preclude the Hirer from charging members of the public to enter the building. Please ask the Manager if this is still in place.

### **6 Room Arrangement**

- 6.1 For Standard rate lets, completion of a Room Preparation Form required 2 weeks before event.
- 6.2 Furniture in rooms will be arranged according to the requirements of users provided that adequate notice is given and availability of staff. Whilst every effort will be made to carry out requests, this service cannot be guaranteed.
- 6.3 Users are permitted to help themselves to furniture and portable equipment from other rooms, but must return them at the end of the hire.
- 6.4 Posters/notices etc are not to be fixed to the walls by sticky tape or "blutack" equivalents. Poster rails are provided for this purpose. Please ask if not sure how these work.

### **7 Noise**

- 7.1 The Hirer shall ensure noise is kept to a minimum; the conduct of those persons leaving the Lodge must be strictly controlled to avoid nuisance to neighbours and other Lodge users.

## **8 Waste Disposal**

- 8.1 The Hirer shall ensure that everything brought onto the Lodge is removed at the end of the hiring. All waste is to be taken away and disposed of. The Manager reserves the right to charge extra for refuse disposal.

## **9 Personal Property**

- 9.1 The Manager cannot accept responsibility for any personal property left at the Lodge nor for any loss or damage arising from use of the Car Park.

## **10 Key/Security**

- 10.1 The Hirer will be responsible for arranging the key code collection from the Hall Manager or their representative (usually a mutually agreed time or by electronic communication) and for securing the Lodge after use.

## **11 Insurance and liability**

- 11.1 The Manager's Insurance does not cover the Hirer's activities.  
11.2 If the Hirer is a Club, Society, Organisation or Company, a copy of their Public Liability Insurance must be provided, unless a Scout or Guide association booking.  
11.3 The Manager shall not be liable for any injury to persons, loss or damage to property brought onto the Lodge premises or for any consequential loss unless caused by its negligence.

## **12 Equipment**

- 12.1 The Hirer shall ensure that any electrical equipment brought in by themselves or speakers has a Portable Appliance Test Certificate. We recommend that speakers using Lodge equipment arrive in time to rehearse beforehand.

## **13 Car Parking**

- 13.1 The Lodge car park can hold about 10 cars. Consideration for Lodge residents is requested when parking in the road – there are no time restrictions currently in place. The football club next to the Lodge has a large car-park and can be used upon request – excluding match days. A charge may be incurred for this.

## **14 Fire Precautions & Health and Safety**

- 14.1 The Hirer shall:  
14.1.1 appoint a fire steward to be responsible for ascertaining the location of fire exits and extinguishers.  
14.1.2 At the start of any hiring inform those present of the position of exits and extinguishers.  
14.1.3 Ensure that all exit routes are kept clear of obstructions at all times.  
14.2 In the event of a fire; stewards are to ensure that the room is vacated immediately - do not allow people to collect their belongings and that all users rally at the assembly point. Do not re-enter the Lodge until advised it is safe to do so.  
14.3 If you discover a fire then break glass on the Fire Call Point, get your guests out and call the Fire Service on 999.  
14.4 Maximum room occupancy numbers MUST NOT be exceeded.  
14.5 The Hirer must assess the needs of people attending your event/function with regards to their evacuation in case of fire.  
14.6 The Hirer is responsible for making a Risk Assessment of the activities that are engaged in whilst at the Lodge.

## **15 First Aid**

- 15.1 The Hirer shall make itself aware of the location of the nearest First Aid Kit. The Hirer shall ensure that accidents are properly logged in the incident book and reported to the Hall Manager. First Aid Kits and Incident Book are available in the kitchen.

## **16 Private Party Bookings – additional terms**

- 16.1 All evening events must end by [11.30 pm].  
16.2 MAXIMUM PERMITTED NUMBERS: These should not exceed 100.  
16.3 The Hirer shall take steps to protect the wooden floor, stiletto heeled shoes must not be worn in the main hall.  
16.4 A cleaning charge of £20 will be levied if the building is not left in a clean and tidy condition.  
16.5 A bond of £100 may be required (at the Hall Manager's discretion) for any events at which alcohol is provided. This bond will be refunded within 7 days of the termination of the period of hire provided that no damage or loss has been caused to the Lodge and/or contents during the period of the hiring and as a result of the hiring.  
16.6 The Hirer must provide sufficient numbers of responsible adult attendants or stewards for adequate supervision of the Lodge and users therein. Two such stewards must be designated to take charge in case of fire and should familiarise themselves with the position of exits, and the operation of the fire alarm and firefighting equipment. Such stewards should be able to give full assistance in evacuating the Lodge and be readily identifiable to members of the public in the event of such emergency.