



Lochearnhead Scout Station

Station Booking – Terms and conditions (day rate hires and courses)

Owner means Hertfordshire County Scout Council

Hirer or Hiring Party means the organisation or company or individual to whom the premises is let.

Conditions of Hire

1. The property is hired strictly on the basis that the accommodation is for holiday use only and no right to remain in the accommodation shall exist for the hirer or any person. The Hirer will be liable for all costs and fees as a result of any delayed departure.
2. The Owner shall not be under any liability in contract until a completed booking form and the agreed deposit has been received and the booking is confirmed by the Owner.
3. Payments should be made **by BACS to “Hertfordshire Scouts – Lochearnhead” sort code 20-20-37, account number 00395722** or if absolutely necessary **by cheque**. The Owner reserves the right to delay acceptance of a booking to allow for cheque clearance.
4. Provisional reservations can be made via email to lochearnhead@hertfordshirescouts.org.uk or by telephoning 0208 236 0040. Bookings are confirmed only when a completed booking form and the agreed deposit has been received and the booking is confirmed by the Owner as in clause 2. Booking forms may be returned electronically to the above email address. These should be received within **21 days** of the enquiry otherwise the Owner may cancel the provisional booking.
5. The balance of the total for the booking shall be payable no later than **3 weeks prior to the date of arrival**, unless any later payment arrangement has been agreed. Failing such payment being made, the owner shall be at liberty to treat the booking as cancelled, unless other arrangements have been previously agreed.
6. In the event of cancellation the Hirer must notify the Owner immediately. Unless reasonable notice is given giving the owner reasonable time to re-let the premises, the original deposit will be forfeit.
7. The Hirer shall be responsible for notifying the Owner as soon as practically possible of any damage or loss to the building or its contents, caused during the time the building is being hired to them. Any personal injuries which result in external medical or other attention should also be advised to the Owner as soon as is reasonably possible.
8. The Owner accepts no liability whatsoever for loss or damage to the Hirers (or to any member of the Hiring Party's) personal property or equipment and encourages the Hirer to arrange its own personal property and equipment insurance.

9. The Owner reserves the right to recover the costs of replacing any damaged or missing equipment or the costs for the making good of any damage to the building or its structure.
10. The Hirer is expected to leave the accommodation in a clean and tidy condition. A charge to cover cleaning may be levied and deducted from any deposit held, if the condition of the Station is found to be unacceptable upon departure of the Hirer.
11. On departure, all remaining waste must be disposed of by the Hirer and placed in the appropriate bins provided.