



Scouts Australia NSW
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 Scouts Australia NSW

**HIRE OF SCOUT PREMISES
 ONE-OFF USE**

A Scout formation fills out this form when a one-off use of Scout premises (including Campsites) is to be arranged with a non-Scout organisation. In all other cases (users on a regular basis, eg Playgroups, Karate classes etc) permission needs to be applied for by filling out a P3 form (Hire of Scout Premises - Regular Use). Guidelines are in the NSW Organisation and Information Handbook and should be studied before any decision on hiring is made by the Committee concerned.

FORMATION/GROUP 1st/2nd Blacktown Scout Group Property Ref # _____

REGION Greater Western Sydney

PREMISES

Name of Hall/Campsite Blacktown Scout Hall

Address 91a Bungarribee Road Blacktown

NAME AND ADDRESS & PHONE 1 _____

CONTACT NO. OF HIRER/S _____

2 _____

3 _____

The Hirer's Australian Business Number (if applicable) is **ABN** _____

PURPOSE OF HIRING _____

DATE AND PERIOD OF HIRING _____

between the hours of _____ and _____

| | | | | |
|-------------|--|------------------|-----------|---------------|
| FEES | | Hire Fee | \$ | 350.00 |
| | | *GST (10%) | \$ | _____ |
| | | Security Deposit | \$ | _____ |
| | | Total | \$ | 350.00 |

***GST**

For buildings which are the responsibility of Groups, Rover Crews or Fellowships the hiring fee will not be subject to additional goods and services tax (GST). For buildings which are the responsibility of Regions or NSW Branch, GST will be charged on top of the hiring fee, as those formations are required to make GST returns on all property income.

AGREEMENT

On behalf of THE SCOUT ASSOCIATION OF AUSTRALIA, NEW SOUTH WALES (herein called the Scout Association) we hereby agree to hire the premises to the Hirer on the date and between the hours set out above, on the following conditions:-

1. The Hirer will not use the premises for any purpose other than the purpose set out above.
2. The Hirer will pay to us the hiring fee and security deposit set out above at least seven days prior to the date of hiring.
3. If the Hirer is a registered organisation they agree to accept full responsibility for the safety of the Hirer and his Associates and invitees during the Hirer's occupation of the same and will indemnify and keep the Scout Association indemnified against all claims arising from the death of or injury to any person or damage to any property which may occur or be sustained on or near the premises during the Hirer's occupation of the premises and against all actions demands and costs which may be incurred by the Scout Association in respect thereof,
4. The Hirer will make good any damage to the premises and its contents which arise out of the Hirer's use of the premises and will leave the premises in a clean and tidy condition and securely locked up and will promptly return to us any keys made available to the Hirer.
5. The Hirer will not do or permit to be done on or near the premises anything which might be a nuisance or annoyance to nearby occupiers or which might damage the reputation or goodwill of the Scouting Movement.
6. The hiring is personal to the Hirer and is not assignable.
7. We have the right to use the security deposit to reimburse us for any damage or loss we may incur or suffer as a result of a breach by the Hirer of these conditions but subject to this right the security deposit will be refunded to the Hirer after the expiration of the hiring.

SIGNED on behalf of The Scout Association of Australia, NSW Branch.

| | |
|-----------------------------------|--|
| DATE _____ / _____ / _____ | 1st/2nd Blacktown Scout Group |
| | Formation |
| ACCEPTED BY THE HIRER/S | |
| (Signature of Hirer) | (for corporations title of authorised signatory) |
| (Signature of Hirer) | (for corporations title of authorised signatory) |
| (Signature of Witness) | (Name of Witness - Please print) |

THIS FORM TO BE COMPLETED IN TRIPLICATE (one copy to Hirer, one copy to State Office with a Public Liability Certificate (minimum \$10M cover) if applicable, and one to be retained by Formation)

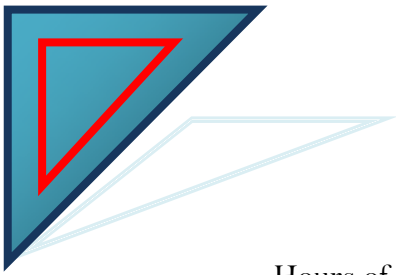
INSTRUCTIONS FOR USE:

- (1) The 'premises' must be adequately and properly described in the agreement eg: 'The Scout Clubroom, 20 Jones Road, Plainsville'.
- (2) The 'hirer' must be properly described. If the 'hirer' is not a registered organisation then the responsible office bearers or the person in charge becomes the 'hirer' and the full name or names and address or addresses and office/s held (if any) must appear in this section.
- (3) In the event of a security deposit not being required the word 'NIL' should be completed in the 'schedule' to the agreement.
- (4) Do not delete any clauses from the agreement even though they may not be appropriate to the particular hiring eg: the reference to return of keys. Remember the agreement has been designed to protect the Association and its member formations and must only be used in the form here given.

ADDITIONAL INFORMATION:

For additional information on organising a party please refer to the following website which is a NSW Police Force initiative:

www.mynite.com.au



Rules and Conditions for the hire of

1st/2nd Blacktown Scout Hall

| | | | |
|-----------------|----------------|---|---------------------------------------|
| Hours of Hire - | Saturdays ONLY | - | 6am to midnight |
| Costs - | Hire Fee | - | \$350.00 flat rate (inc cleaning fee) |

**Please read this agreement as part of the P2 Form “Hire of Scout Premises”
Failure to abide by these conditions could exclude you from any future hall hire**

1. There is NO smoking in the hall. All butts are to be disposed of and not left anywhere on the grounds.
2. DO NOT touch, move or remove any scout property that is in the hall, on the walls or around the grounds. Replacing any items will be at your cost.
3. There are bins provided for rubbish. DO NOT place general waste in the recycle bins – you will be asked to come and remove them.
4. If your rubbish does not fit in the bins you MUST take the rest home. We are only a Scout hall and do not have special rubbish removal. You will be asked to come back and collect your rubbish. Any cost of rubbish removal will be at your cost.
5. NO rubbish is to be left on the grounds (bottles, party decorations, plates etc). You will be asked to come back and clean up. Any cost of cleaning will be at your cost.
6. NO food or nappies are to be left in the toilet bins.
7. NO decorations are to be put on the ceiling. This damages the paint and the cost of repair will be taken at your cost. All party decorations MUST be removed at the end of the function.
8. “Hire of Scout Premises” P2 form must be completed by an adult over the age of 21 and this person must be present during the function. This person is also responsible for the conduct of all the people present at the function.
9. Proof of age will be requested – a copy of your drivers licence or similar proof of identity will be copied and kept on file with the form. A copy of the form will be forwarded to Scouts Australia and to the Police advising them of the function.
10. The use of social media (Facebook, Snapchat etc) to promote private functions is strictly prohibited.
11. The Hirer shall be responsible for the cost of any damage caused to the building, furniture and fittings.
12. Cleaning products are provided. The hall is to be left clean, tables and chairs put away and the hall swept and mopped. Cleaning products are to be left in good condition. Replacing products will be at your cost.

