



Be Prepared...
for new adventure!

1ST ERMINGTON GROUP SUPPORT COMMITTEE

Hall Hire - Role and Responsibilities

The Group encourages hall hire from casual hirers as long as it does not interfere with the running of the Scouting program.

The role includes the following:

- Answer any hall hire enquiries.
- Develop and maintain a hall hire information sheet for prospective hall hires that lists conditions of hall hire - e.g. any deposit required, any prohibited activities - such as no parking on site, no smoking on hall grounds etc., and any hall hirer obligations - e.g. required to take own rubbish away, any clean up requirements etc.
- Prior to approving the hall hire check on the group calendar - see www.ermingtonscouts.asn.au for current hall usage/bookings.
- Check with Group Leader if in any doubt regarding the suitability of prospective hall hirer prior to approving - we avoid late night hire, 21st birthday parties etc.
- Ensure that the hall hirer completes a P2 form - download the latest version from www.nsw.scouts.com.au prior to the hall hire and collect the appropriate hall hire fee.
- Open up the hall, or issue hall hire key to the hirer. The hall hire key provides access to the grounds and hall, but not the dens, garage etc. Lock up as required.
- Maintain hall hire records.
- Review the hall hire fee (taking into consideration costs such as electricity, water usage, cleaning fees etc.) and conditions with the Group Support Committee annually.

Reports to the Group Chairperson and the Group Leader.