

1 Use of the Scout Hut

- 1.1 All applicants for the use of the Scout Hut must be addressed to and confirmed by the Hall Bookings Co-ordinator, as detailed on the booking form. The hirer must be 21 years or over. The hirer by signing the booking form shall accept and be bound by these conditions.
- 1.2 The Executive Committee reserves the right to refuse any application for hiring without giving a reason, to attach any additional conditions to any particular hiring and to amend charges of hiring.
- 1.3 Hirers will only have access to the Main Hall, Small Hall, toilets and kitchen within the Scout Hut. There is NO access to any other area of the Scout Hut, and no storage facilities included in the Hire, unless specifically agreed prior to use. The firepit and BBQ is **not** to be used unless prior permission is granted from the Executive Committee.
- 1.4 The Scout Hut (Main Hall) has a maximum capacity of 80. The hirer is responsible to ensure this is the case. Please note seating is provided for up to 80.
- 1.5 The entire building and grounds are a NO SMOKING AREA. No animals (except disability assistance dogs) shall be brought into the premises except with the prior consent of the Executive Committee.
- 1.6 Up to 12 vehicles belonging to hirers and those attending events organized by them may be parked in the Scout Hut car park where indicated, during the specified periods only. Vehicles are not permitted on any other part of the grounds. The Executive Committee shall not be liable for any damage or injury to property or persons caused by or to any vehicles using the Car Park and does not accept any responsibility for any damage or injury caused howsoever.

2 Hours of Opening

- 2.1 Facilities at the Scout Hut are available for use between the hours of 09.00 – 23.30 Monday to Saturdays and 10.30 – 23.30 on Sundays except when there are regular scouting activities.
- 2.2 The person signing the booking form must be present within the building throughout this period. This person is responsible for all persons present and their actions.
- 2.3 Hirers may be given access to the Scout Hut, with prior agreement, a maximum of 15 minutes prior to hire start time. Hirers must vacate the Scout Hut no later than 15mins after the end of the hire.

3 Bookings and Payment

- 3.1 Occasional hirers will pay a charge of £25 per hour and regular hirers will pay £22.50 per hour, as set by the Executive Committee of the 1st Woosehill Scout Group. Regular hirers will be given three months' notice of any amendments to charges. In addition to the hire charge a returnable cheque deposit of £50 will be requested at the time of booking. This deposit may be used for rubbish removal and any damage caused to the building or its contents. In the event that a key is lost, the hirer will be charged and shall pay for the replacement of all existing locks and keys at invoice value.

- 3.2 For occasional hirers, the balance of the hire charge is due no later than 7 days from booking. If booked within one week of use, payment is due immediately. Payment to be made by BACS as per the booking invoice.
- 3.3 Regular hirers (at least once per month) will be invoiced monthly; the first month's charges are payable four weeks in advance. These hirers must confirm their bookings at least one month in advance for the following month. Payment of the hire charge must be made within fourteen days of the date of invoice. Payment to be made by BACS as per the booking invoice.
- 3.4 The period of use must not exceed the time(s) stated in the application. Payment will be required for any extended use in accordance with the scale of charges.

4 Cancellation

- 4.1 For occasional hirers cancellation within 28 days of the booking will incur a 50% cancellation fee and within 14 days will incur a 100% cancellation fee.
- 4.2 For regular hirers within 28 days of the booking will incur a 100% cancellation fee.
- 4.3 In exceptional circumstances, such as covid regulations/isolation/positive, the Executive Committee will allow the booking to be rebooked at no extra cost.
- 4.4 The prime purpose of the Scout Hut is as a centre for scouting activities, and as such these will always take precedence of use. Should it become necessary to cancel a booking due to an increase in the amount of time required for these activities, as much notice as possible will be given and alternative times offered. However, 1st Woosehill Scout Group and Executive Committee reserve the right to terminate the use of the Scout Hut by any hirer at any time.

5 Safety

- 5.1 Hirers should read the Fire Action poster located in the entrance lobby and kitchen, and make all hirers aware of emergency procedures. The hirer shall be responsible for ensuring that doors and corridors along fire escape routes are kept unobstructed. Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- 5.2 A risk assessment for the Scout Hut premises can be found on the notice board in the entrance lobby.
- 5.3 There is no first aid kit on the premises for hirers use. The hirer undertakes to make appropriate first aid provision suitable for the activities held during the booking.
- 5.4 The electricity, gas, heating, lighting and water fittings shall in no way be interfered with. No nails, tacks or other fastening shall be driven into the walls, fittings, floor or furniture.
- 5.5 Highly flammable substances or unauthorised heating appliances shall not be brought into or used in any part of the building
- 5.6 All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Any accidents or damage resulting from equipment brought into the building are responsibility of the hirer.
- 5.7 Authorised staff should be allowed access to inspect the property at any time to ensure that all regulations are complied with.
- 5.8 No portable BBQs are to be used in the grounds.
- 5.9 Children must not be allowed in the kitchen.

- 5.10 No inflatables to be set up inside the premises, except with the consent of the Executive Committee.

6 Exclusion of Liability

- 6.1 Regular hirers should insure against third party liability and against injury and damage to the person or property of their own members, employees and invitees. The hirer shall be responsible for and shall repay to the Executive Committee on demand the cost of making good all damage (fair wear and tear only excepted) to the premises and to the fittings, equipment and other property of the Executive Committee therein and shall indemnify and keep indemnified the Executive Committee against all claims for damages, compensation and/or costs in respect of injury to any person or persons and /or damage to property caused by or arising out of or in any way connected with the use by the Hirer or the use authorized by the Executive Committee. The Executive Committee shall be the sole judge of the damage done and the amount thereof.
- 6.2 The hirer shall be responsible for and shall repay to the Executive Committee on demand the cost of making good all damage (fair wear and tear only excepted) to the premises and to the fittings, equipment and other property of the Executive Committee therein and shall indemnify and keep indemnified the Executive Committee against all claims for damages, compensation and/or costs in respect of injury to any person or persons and /or damage to property caused by or arising out of or in any way connected with the use by the hirer or the use authorized by the Executive Committee. The Executive Committee shall be the sole judge of the damage done and the amount thereof.
- 6.3 In no circumstances will the Executive Committee accept responsibility or liability whatsoever in respect of any damage or theft or loss of any property, goods, articles or things placed, deposited, brought into or left upon the hired premises, in connection with the hirer or other users of the premises.
- 6.4 The Executive Committee shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restrictions, civil commotion, riot or illegal trespass, which may cause the premises to be closed or the hiring to be interrupted or cancelled.

7 Licenses

- 7.1 Where music is to be played, any commercial hirer shall ensure it holds a Performing Rights Society Licence and Public Performance Licence which permits the use of copyright music in any form (eg record, CD, tapes, radio, television or by performers in person). If other licences are required in respect of any activity in the Scout Hut, the hirer must ensure they hold the relevant licence and, where necessary, bear the cost of such licence.
- 7.2 Sale of Alcohol: The Scout Hut is not licensed for the sale or supply of alcohol. No alcohol is permitted to be sold for consumption in any part of the premises without express permission of the Executive Committee. With written agreement from the Executive Committee the hirer will be responsible for submitting the necessary Temporary Event Notice (TEN) to the Licensing Authority and the Police no later than 10 working days before the event. A copy of the TEN must be on the premises during the event. The Police and Local Authority have rights of entry to the premises to assess the likely effect of the TEN on crime prevention.

8 Cleaning and Security

- 8.1 All hirers shall leave the premises and surrounds in a clean and tidy condition. The hall, kitchen and toilets to be checked, swept, cleaned and the building and main gate properly secured on leaving. All lights, heaters and electrical appliances must be switched off as you leave, unless otherwise indicated
- 8.2 All refuse, including foodstuffs, MUST be removed from the premises and grounds on completion of the hire of the Scout Hut. (A fine of £20 will be made for disposal if rubbish is left).
- 8.3 All use of the Scout Hut premises and facilities is subject to the hirers accepting responsibility for any damage to the building or fixtures and for reimbursing The Executive Committee for any such damage or breakage. This may be taken from the deposit.
- 8.4 All hirers shall leave the premises and surrounds in a clean and tidy condition and all furniture returned to its start position. The Executive Committee reserves the right to make an extra charge if there is cleaning required after a function, this will be taken from the deposit.
- 8.5 The Executive Committee does not provide tea towels. Hirers must bring their own.
- 8.6 Officials of The Executive Committee, Police, Fire Officers and any Licensing Authority have the right of full access to the building at all times in connection with their official duties and their instructions in respect of the health, safety and welfare of the hirers of the facilities must be adhered to immediately by the hirer.
- 8.7 If any hirer refuses or omits to comply with any of the Terms and Conditions or with any instructions conveyed to him by the Hall Bookings Co-ordinator or any official of the Executive Committee, The hirer and all those attending the event may be excluded from the premises and the charge made to or due from the hirer shall not be waived.

9 Nuisance

- 9.1 Good public relations are very important to the Scout Movement, as we are sure they are to you. Hirers are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property. Respect our neighbours by keeping noise to a minimum, especially after 9pm, when arriving and vacating the premises, and by dropping-off and parking with due care and attention. Do not cause a nuisance to any neighbours. In particular do not make loud noises or play loud music which can be heard outside the building by neighbours.

10 Covid-19

- 10.1 All hirers are to adhere to the Government Guidelines and must follow the current rules in effect.
- 10.2 All hirers are to wipe down and clean any surfaces touched or used with anti-bacterial cleaning supplies before and after use.
- 10.3 Hand Sanitizing machines are provided on-site, along with signs, hirers are advised to make the Executive Committee aware of when signs are missing or low on Hand Sanitizer.

We hope that you will enjoy using the Scout Hut and its facilities. You can help us maintain our standards by reporting any damage, breakages or problems to us as soon as possible.

Please report any issues to: Email – scouthut@1stwoosehill.org.uk

BY SIGNING AND RETURNING A BOOKING FORM YOU WILL CONFIRM ACCEPTANCE OF THESE TERMS & CONDITIONS OF USE PRIOR TO START OF HIRE.