

Terms and Conditions of Usage – 1st Halton Scout Headquarters

1st Halton Scout Headquarters is located in the village of Halton, near Lancaster. This document confirms the Hire Terms and Conditions and must be accepted for a booking. If anything is unclear, please contact us for more information before requesting a booking.

The Scout Hut is reserved for use by the four sections of the group in the early evenings on at least three days of the week but at other times is available for hire for occasional or regular bookings by private individuals for birthday parties and other events; community groups; clubs; social and leisure organisations; and commercial organisations for the purposes of meetings/training etc.

1st Halton Scout Group welcomes users of its premises and facilities, both in helping with the costs of upkeep of the building and as a practical way of supporting local community.

Facilities

The building's facilities include;

- Large hall with fixed bays of tables and benches to one side (maximum capacity 150 seated, or up to 250 standing)
 - Width (main hall - open floor area) 8.5m x Length 13.1m approx.
 - Height – 3m below the trusses in the main hall
- Basic kitchen with fridge, oven and small items – crockery, cutlery etc
- Toilets (2xMale/2xFemale, **no disabled facilities**)
- Chairs, Benches and Tables
- Free Wi-Fi
- Large hardstanding and large grassed area.
- First aid box

There are no/limited car parking facilities on site (room for up to 3 vehicles on hardstanding area if not occupied by minibuses), please park on the road

These Conditions, together with the Booking Form completed by you, form the agreement regarding dates and times of bookings, and apply from the first date shown until the last date unless a new agreement is re-submitted following a change to your circumstances or any updates and amendments to this agreement.

In consideration of the provision of hire, you agree;

- To pay 1st Halton Scout Group, the agreed appropriate rate of hire for the booked period (including any time needed to set up or put away in addition to the activity time) within 21 days of the invoice date.
- To pay for any use of the premises (including setting up / clearing away) beyond the booked period, (minimum extra charge 1 hour).
- To follow the terms set out below.

Decision to let to hirers

Hirers must provide information about planned activities within the hall at the time of booking as laid out in the booking form. The Executive Committee of 1st Halton Scout Group may request further information to assess the suitability and safety of the Scout Hut and users, as well as in consideration for the local neighbours/community.

At the time of booking hirers must have accepted the terms and conditions for hire as laid out in this hire policy.

The premises will not be hired to any individual, group or organisation that does not subscribe and adhere to 1st Halton Scout Group's commitment to the promotion of equal opportunities. 1st Halton Scout Group reserves the right to refuse a booking.

Hire terms

When hirers are using the premises, 1st Halton Scout Group expressly forbids:

- Any illegal activity
- Sub-letting of the premises
- Alterations or additions to the premises. No fixtures are to be installed or taken away.
- Its use for political campaigning or the promotion of extremism
- Smoking
- Drug taking
- Gambling
- The sale of alcohol (without prior permission of 1st Halton Scout Group and a valid licence)
- The use of any electrical equipment that is not in safe, good working order
- Bringing animals or birds on to the premises (without prior permission of 1st Halton Scout Group,) except for assistance animals. No animals are allowed in the kitchen at any time.
- Naked flames within the building

As a hall hirer you must ensure that you:

- Are over the age of 18
- Ensure the maximum number of people using the scout hut does not exceed the premises' maximum
- Use the premises only for the purpose described at the time of booking.
- Are the responsible person for, and supervise the, activities on the premises for the duration of the letting.
- Respect our neighbours by keeping noise to a minimum, especially after 9.30pm when vacating the premises, and by parking with due care and attention not blocking the entrance to the premises or neighbour's driveway.
- Adhere to the conditions of booking and ensure the safety of those using the premises, and the safety of the premises and equipment under your care. You are responsible for complying with health and safety, fire, security and safeguarding requirements/regulations, ensuring appropriate risk assessments have been undertaken, and suitable insurance cover for your activities in place. 1st Halton Scout

Group may request proof of public liability insurance from any outside organisations brought on site, such as bouncy castle owners, pet zoo or discos,

- Agree to record any accidents in the incident log book within the First Aid kit (located in the kitchen)
- Agree to cooperate with any required incident investigation as a result of your occupancy
- Have a current public indemnity insurance policy in place both for regular and long-term bookings.
- Occupy the premises only within the hire period,
- Agree to leave the premises as you found them, **taking away all rubbish.**

1st Halton Scout Group agree to provide the hirer with agreed facilities for the specified time, along;

- A key/access to the premises for the duration of hire
- Fire evacuation procedures, location of emergency exits and extinguishers.
- An emergency contact name and number

1ST HALTON SCOUT GROUP accepts no liability for any loss or damages to people or property brought on to the premises or for any consequential loss.

Charges

The charges for the hire of the scout hut can be found in our price list.

The Price list and Hire agreement will be reviewed on an annual basis and hirers will be given at least three weeks' notice of any changes in fees or conditions.

Damages

As a hall hirer you must:

- Take responsibility for the cost of any damage to the hut, premises or equipment and this will be charged accordingly for any subsequent repairs or replacement.
- Give access to 1st Halton Scout Group to all parts of the building during the hire, if necessary, in order to check you are acting in a responsible and safe manner and complying with 1st Halton Scout Group policies and in the event that we need to access our own equipment etc.
- Report accidental breakages and any damage at the earliest opportunity to 1st Halton Scout Group emergency contact or bookings secretary.
-

Music, Alcohol, Gambling, Film and TV

1st Halton Scout Group does not hold a licence to permit the playing of music at the premises or to permit the sale of alcohol, gambling, the public showing of films/video, nor the reception of a TV signal. For any of these activities, the hirer must provide evidence of their own license to 1st Halton Scout Group, before a booking of such nature can be accepted.

Kitchen Use

1st Halton Scout Group takes no responsibility for any adverse infections, illness, reactions or such like during the preparation, serving or consumption of any food products. No

animals are to be allowed into the kitchen. Children should not be allowed in the kitchen unless closely supervised by adults.

Fire

Make yourself aware of the location of the fire exits, fire assembly point (Streetlight by main gate to the front of the building) and fire extinguishers.

In the event of a fire, please call '999'.

After the safe evacuation of the building, and once the emergency services have been called, please inform Emergency Contact/Booking Secretary of the event.

Accidents

The hirer must report all accidents involving injury to the public as soon as possible. An accident book (found in the kitchen alongside the first aid kit) must be completed and the accident form passed to the Bookings Secretary when you return your key or as soon as possible for regular hirers.

A First Aid kit is located in the kitchen.

Animals

Dogs (with the exception of Guide Dogs) or any other animals are not permitted in the grounds or buildings unless permission has been sought from the Bookings Secretary.

Heating

The HQ is fitted with wall mounted electric fan heaters in the main hall. Which can be turned on using the isolation switch below each heater, please do not adjust the settings of the heaters.

Use of portable electric heaters is not advised. However, if these heaters are used, please ensure that they are kept away from any combustible materials.

Should the hirer bring any other form of heating onto the premises, 1st Halton Scout Group takes no responsibility for its use.

Cleaning/security

The facilities should be left in a clean and tidy state, with all equipment cleaned and returned to its appropriate storage place. All doors and windows should be closed and locked. All rubbish bins should be emptied and waste taken away with you (bin bags are provided).

Keys should be returned on time in accordance with instructions. In the event that keys are lost, the hirer must alert the bookings secretary immediately and will be responsible for the cost of replacing keys or, if deemed necessary by 1st Halton Scout Group, replacing locks and cutting additional sets of keys to the premises to ensure security.

The duplication of keys to the premises is strictly prohibited and may result in a cancellation of all current and future bookings.

A set of keys will be issued to long-term hirers on the basis that access to the building is to be only during booked hours. In the event that long-term hirers are found to be accessing the building outside booked hours, 1st Halton Scout Group reserves the right to cancel further bookings with immediate effect.

Cancellations and complaints

1st Halton Scout Group has the right to cancel any booking with immediate effect where the hirer is in breach of this hire agreement, or for reasons outside of their control.

The booking may be cancelled by either party, in writing with 7 days' notice. Email notification to the Bookings Secretary via robert@haltonscouts.org.uk e-mail address is recommended. All bookings cancelled with less than 7 days' notice may still be charged.

If after booking, the premises are subsequently deemed unsuitable for its purpose by the hirer, 1st Halton Scout Group accepts no liability or responsibility for losses.

If a hirer has a complaint this should be raised with the booking's secretary in the first instance. If 1st Halton Scout Group has a complaint about the hirer, this will be raised with the named contact for the hirer in the first instance. If a complaint is not resolved, it will be escalated to 1st Halton Scout Group Executive Committee to decide the appropriate action.