

1st SHELFORD & EAST BRIDGFORD SCOUT HEADQUARTERS CONDITIONS OF HIRE

PLEASE READ CAREFULLY. IT IS A CONDITION OF HIRING THE SCOUT HEADQUARTERS THAT USERS ADHERE STRICTLY TO THESE CONDITIONS AND THE FIRE SAFETY INSTRUCTIONS.

1. BOOKINGS

1.1 All bookings shall be made through the Bookings Secretary.

1.2 Bookings will only be accepted for parties where the predominant age of those attending is 11 years and under or 21 years and over. This restriction may not apply to birthday parties or similar events for persons between the ages of 11 and 21 inclusive if they are members of the Scout Association or Guide Association.

1.3 The Scout Group Board of Trustees reserves the right to refuse any booking.

1.4 No hiring is permitted to continue after 11.00pm.

1.5 The hiring period booked and paid for must include any time required for setting up and clearing away.

Please note. There is no vehicular access to the Scout Headquarters.

2. CHARGES

2.1 The hirer shall pay the charge requested by the Bookings Secretary. Current rates are displayed on the Scout Group Noticeboard and Website. A deposit may be required in addition to the hire fee. This is at the discretion of the Scout Group Board of Trustees and must be paid within one week of the invoice to confirm the booking. After one week has elapsed, we may re-let the Hall.

2.2 The Scout Group Board of Trustees reserves the right to retain some or all of the deposit in circumstances that include but may not be limited to the following:

- Damage to the hall or its contents.
- Failure to leave the hall in a clean condition. This includes the kitchen, its appliances, utensils and pots if used.
- Any disturbance deemed to be a direct consequence of the function being held and which results in any complaint from neighbouring properties and/or necessitates police attendance.
- Events that start before or end after the time booked. In all cases the hirer's liability shall not be limited to the amount of the deposit. Regular users such as local clubs and societies that make multiple bookings may be exempt from the deposit.

2.3 Cancellations must be in writing to the Bookings Secretary. If a hirer cancels a function within four weeks of the event, the hiring fee may still be payable. If the Scout Group Executive Committee is able to secure a replacement booking, a full or partial refund may be offered at the Committee's discretion.

2.4 Payment must be made in full within 30 days of the invoice unless otherwise stated or, (apart from regular users), before the event, whichever occurs sooner. We reserve the right to make a late payment penalty charge of 5% per month or part of month to overdue invoices.

3. RESPONSIBILITY

3.1 The person responsible for the conduct of a function, if not the hirer, shall be named on the booking form. Any person nominated as responsible for the conduct of a function shall be aged 21 years or over.

3.2 The hirer shall, during the full period of the hiring, be responsible and liable for the supervision of the function and the conduct of those attending and shall take reasonable care to ensure that no damage occurs to the Scout Headquarters, its contents and furnishings, that vehicles are parked so as not to cause obstruction and to avoid nuisance to neighbouring properties arising from noise, litter and unruly behaviour.

3.3 Regular users may be permitted to be key holders at the discretion of the Scout Group Board of Trustees. Otherwise, a member of the Scout Group shall be responsible for unlocking the Hall prior to a function and locking up again afterwards.

3.4 An additional charge or deduction from a deposit may be made if the time specified on the booking form is exceeded.

4. ALCOHOL

4.1 No alcohol may be sold on the premises unless specified on the booking form and agreed with the Scout Group Board of Trustees and subject to an appropriate licence being obtained. A copy of the licence shall be provided to the Bookings Secretary before the date of the booking.

5. INSURANCE

5.1 The Scout Group Executive Committee holds insurance cover for hirer's liabilities in terms of accidental damage to property and injury to persons during a private hirer's period of occupation. Hirers are strongly recommended to study the cover provided, particularly exclusions, and to have their own insurance cover if necessary. Please note our policy excludes use by businesses that are expected to have their own insurance.

6. SAFETY

6.1 Smoking and the use of e-cigarettes (vaping) is not permitted inside any part of the Scout Headquarters building.

6.2 The maximum capacity of the Hall is 80. This capacity shall not be exceeded under any circumstances and shall include caterers, performers and organisers, etc.

6.3 Hirers must read carefully the Fire Safety Instructions and ensure that they are adhered to at all times.

6.4 The safety of any equipment brought into the Scout Headquarters is the responsibility of the hirer. Business users must only use PAT tested equipment. Electrical equipment may only be connected to the 13A socket outlets provided in the Hall unless alternative connection has been agreed with the Scout Group Board of Trustees. Snow, bubble and similar machines that may wet the floor are not permitted.

6.5 Any accidents or safety concerns must be recorded in the Incident Book located with the first aid kit in the kitchen.

7. DATA PROTECTION

7.1 1st Shelford & East Bridgford Scout Group uses personal data for the purposes of managing the Headquarters, its bookings and finances, running events and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by law and/or the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Group Scout Leader or nominated deputy (contact details on internal and external noticeboards).