

Scout HQ - Hire Agreement

1.0 CONDITIONS OF HIRE

1.1 The Hirer by signing the booking form shall accept and be bound by these conditions. The premises are not reserved until the booking form is completed, signed and returned with a non-refundable deposit of £20.

1.2 The scale of charges and hours of letting are set out on the booking form. Uniform rates apply to Uniformed Groups, Parents and Guardians of current members of the Group, Leaders and Executive Committee members only.

1.3 The balance due must be paid by the hire date. A returnable deposit of £100.00 to cover breakages or accidental damage is also due with the application.

1.4 Any person wishing to hire the Scout HQ must be over 18 of age.

1.5 With the exception of the school holidays bookings cannot be taken more than 6 months in advance.

1.6 The Scout Group Executive Committee has the right to refuse any application for hire.

2.0 CANCELLATIONS

2.1 The hirer may cancel a booking upon giving fourteen days' notice in writing. If a hiring is cancelled within fourteen days of the date of the hiring, the hirer will pay to the Scout Group the balance of the charges that are due.

2.2 The Scout Group Executive Committee reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside their control and to return to the hirer any monies paid but the Scout Group shall not be under any liability to the hirer for any loss or damage they may sustain out of such a termination.

3.0 MAXIMUM PERMITTED NUMBERS

3.1 Planning requirements restrict the capacity of the space available for hire to 50 people. This must not be exceeded under any circumstances.

4.0 HIRER'S RESPONSIBILITIES

4.1 No nail or fastening of any kind shall be driven or put into or onto any wall, partition, pillar or other fittings or furniture.

4.2 No neat bleach, floor cleaner or disinfectant should be poured down the sink drains.

4.3 The hirer shall ensure that any appliances (electrical or otherwise) brought by them to the premises and used there either hold a current Portable Appliance Test Certificate or shall be safe and in a good working order and used in a safe manner in accordance with the Electricity at Work Regulations for the time being in force.

4.4 The hirer shall repay on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings therein contained, in the event of them being damaged, destroyed, stolen or removed. The Scout Group reserves the right to take legal action to reclaim monies owing.

4.5 The hirer shall not sub-let or use the premises in any unlawful way.

4.6 The hirer shall indemnify the Scout Group and the Scout Association against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such

person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.

4.7 If the hirer is a Club, Society, Organisation or Company, a copy of their Public Liability Insurance must be provided.

4.8 If you run a club/group that involves children, you and your staff/helpers must have had the necessary checks carried out by the Disclosure and Barring Service. Please confirm at time of application for hire that these are in place and are kept up to date.

4.9 No animals except Guide Dogs may be brought into the premises.

4.10 Although risk assessments are carried out regularly, hirers are advised to carry out their own risk assessments and advise the Booking Secretary of anything that requires attention.

4.11 The wearing of footwear of any kind that is liable to cause damage to the flooring is prohibited.

4.12 All functions held on the premises must end by 11.45 pm on the day of hiring. The attention of the hirer is drawn to County/District Council By-Laws relating to excessive noise and public nuisance.

4.13 All areas used, including the kitchen and toilet/bathroom facilities, must be left in a clean and tidy condition at the end of the hire period. All rubbish must be removed and disposed of by the hirer.

4.14 Ensure all tables and chairs are returned clean to their storage locations.

4.15 The Hirer will be responsible for ensuring that all lighting is switched off, the windows shut, the doors locked and the keys returned at the end of the hire.

5.0 USE OF EQUIPMENT

5.1 The **Traversing Wall** shall only be used by the hirer in accordance with the instructions displayed next to the Traversing Wall. The Traversing Wall is not intended for vertical climbing. Clean footwear or no footwear must be worn when using the Traversing Wall. The upper hand holds on the Traversing Wall **MUST NOT** be used as foot holds.

5.2 The **Bouldering Wall** shall not be used by the hirer under any circumstances unless agreed in advance in writing with the Scout Group.

5.3 The **Gym Ropes** shall not be used by the hirer under any circumstances unless agreed in advance in writing with the Scout Group.

5.4 The **Caving System** shall not be used by the hirer under any circumstances unless agreed in advance in writing with the Scout Group.

5.5 The **Multi-Media equipment and Projector** shall not be used by the hirer under any circumstances unless agreed in advance in writing with the Scout Group.

6.0 LICENCES/LEGALITIES

6.1 The Hirer shall be responsible for all activities carried out during the hiring and that they comply with any pertinent regulation or licence.

7.0 PROVISION OF STEWARDS

7.1 The hirer shall provide such number of responsible adult attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including:

- (a) The orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency.
- (b) The safety of the premises and the preservation of good order and decency therein.
- (c) Ensuring that all doors giving exiting from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

8.0 EMERGENCY CONTACT DETAILS

8.1 In the event of emergency during the period of hire, the hirer should contact:

Carmel Walker 07939 507805 or 01223 836489

Or Steve Marshall 07720 715072

Or Steve Facer 01223 575316 or 07954 192264 or 07773 882062

9.0 HEALTH AND SAFETY

9.1 Smoking is NOT permitted on the Scout premises or in the grounds including the path between Moorfield Road and the Scout HQ.

9.2 Users of premises are reminded of their responsibilities under the Health and Safety at Work Act 1974.

9.3 No persons shall intentionally interfere with or misuse anything provided in the interests of health safety or welfare in line with the relevant statutory provisions.

9.4 A First Aid box is provided in the Kitchen. An accident record book is stored in the First Aid box. A responsible adult must enter all accidents occurring within the hall or grounds into this book at the time of the accident, and inform the Booking Secretary with 24 hours.

9.5 Hirers should have access to a mobile phone.

10.0 FIRE INSTRUCTIONS

10.1 In case of a fire the hirer will adhere to the fire instructions displayed in the entrance hall to the premises.

11.0 VEHICLE PARKING/RESTRICTIONS

11.1 No vehicles shall be parked anywhere on the premises. Care must be taken when parking on Moorfield Road not to block access to the allotments or neighbouring houses. The access road between Moorfield Road and the Scout HQ may only be used to facilitate unloading/loading. Please close the gate after use.

11.2 Free access must be allowed at all times for the entry and exit of any emergency vehicles.

11.3 Please exercise due care and attention when entering and leaving the premises, and be considerate to neighbours as far as parking and noise is concerned.

11.4 Under no circumstances should hirers enter the neighbouring allotments.

12.0 GENERAL

12.1 The Scout Group reserves the right of free admission during the period of hire to observe compliance with the conditions of hire.

12.2 All property belonging to the hirer must be removed by the end of the hire period. Any property is left at the hirer's risk and the Scout Group will accept no liability for loss or damage to such property.



12.3 The hirer must not do in or near the premises any act or thing which may cause the Scout Group to incur or become liable to pay any penalty, damages, compensation costs, charges or expenses.

12.4 The hirer must comply in all respects with the provisions of any statutes and other obligations imposed by law or by any byelaws applicable to the hirer's use of the premises.



Scout HQ – Booking Form

1. HIRER:

Name: _____

Address: _____ Postcode: _____

Telephone Number(s): _____ E-Mail: _____

Organisation: _____

Please note if the Hirer is a Club, Society, Organisation or Company, a copy of their Public Liability Insurance must be provided. Insurer: _____ Policy Number: _____

Name of Child (If parent/guardian of current Scout Group Member): _____

2. HIRE CHARGES

Daytime Only Session

General Rate - £12.50 per hour (minimum of 3 hours)

Uniformed Groups/Parent or Guardian of current Group member/Leader or Exec Member - £10 per hour (minimum of 3 hours)

Use of Adventurous Equipment – Bouldering Walls and Indoor Caving System (Please note that your own insurance must cover you for these activities) - £2 per person

Use of Junior Crossbows - £15 per session

Overnight Sleepovers and Camps

Overnight – Uniformed Groups only, £5 per person per night (minimum of £75 per night)

Use of Adventurous Equipment – Bouldering Walls and Indoor Caving System (Please note that your own insurance must cover you for these activities) - £2 per person per day the equipment is used.

Use of Junior Crossbows - £15 per session

3. HIRE PERIOD:

Type of Event: _____

Numbers Attending: _____

Please note due to Planning Restrictions the numbers attending must not exceed 50.

	Date	Time
Arrival		
Departure		

Daytime Only Session

Total Number of Hours (minimum 3 hrs, please remember to include time to set-up and clear-up): ____

Use of Adventurous Equipment (delete as applicable) – Yes/No

Use of Crossbows (delete as applicable) – Yes/No

1st WHITTLESFORD & DUXFORD SCOUT GROUP

Registered Charity Number 270949



Overnight Sleepovers and Camps

Total Number of Nights: _____

Use of Adventurous Equipment (delete as applicable) – Yes/No

If staying for more than 1 night on how many days will you require the use of the Adventurous Equipment: _____

Use of Crossbows (delete as applicable) – Yes/No

Total Hire Charge	Non-Refundable Booking Deposit	Outstanding Balance (Hire Charge -£20)	Damage Deposit (Separate Cheque)
	£20		£100

I certify that I am not less than 18 years of age, and I have read and agree to be bound by the conditions of hire relating to the letting of the Scout HQ for the time being in force, and that I accept responsibility for observance of the regulations and agree to pay on demand the hire charge.

I hereby indemnify The Scout Association and the 1st Whittlesford and Duxford Scout Group against all claims in respect of injury, loss or damage (including damage to the Scout HQ) arising from this letting. In requiring this undertaking The Scout Association and the 1st Whittlesford and Duxford Scout Group do not seek to absolve themselves or any members from the liability as owner/occupiers of the premises.

Signed:..... **Date:**.....

Please return completed form with £20 deposit to:

Carmel Walker – Bookings Secretary
10 Ascham Lane
Whittlesford
Cambridge
CB22 4NT

Email : scouthuthire@gmail.com

Cheques should be made payable to '1st Whittlesford & Duxford Scout Group'

Payments by bank transfer should be to the following account '1st Whittlesford & Duxford Scout Group', Barclays, Sort code: 20-45-45 Account: 63323471 Please e-mail scouthuthire@gmail.com with details of the payment made.