

Terms & Conditions Of Hire



1st
Combs
Scout
Group

1. The Hirer shall be over the age of 21.
2. All events must end by 11pm on a Saturday or 10.00 pm on a Sunday.
3. **MAXIMUM PERMITTED NUMBERS:-**
Large hall - 100 seating capacity
Small hall - 15 seating capacity
4. It is the responsibility of the Hirer to ensure 'Conditions of Hire' for the centre are understood and adhered to by all persons using the hall during the period of hire. (The 'Conditions of Hire' are permanently displayed in the foyer and a copy accompanies each booking form).
5. The Hirer must provide sufficient numbers of responsible adult attendants or stewards for adequate supervision of the premises and users therein. Two stewards for up to 100 people and one for the additional 20 people. (where applicable)
6. Any hirer who hires the hall regularly and whose activities involve children or young people must follow good practice and follow their own policy. Those in charge of children must be DBS (Disclosure & Barring Service) checked.
7. The Hirer will, during the period of hire, be responsible for the supervision, care and protection from damage of the premises, fabric and contents and for the behaviour of all persons using the premises whatever their capacity.
8. The Hirer shall indemnify the Scout Group for the cost of repair of any accidental or wilful damage to any part of the premises or contents which may occur during the period of hire. The Scout Group reserve the right to take legal action to reclaim monies owing.
9. To the extent permitted by the Unfair Contract Terms Act 1977 the Scout Group shall not be liable for any injury to persons, loss or damage to property brought onto the premises or for any consequential loss.
10. The Hirer shall report to the Booking Secretary any injury to persons or loss or damage of the property. In the case of destruction, damage or loss by theft or attempt thereof, the Hirer shall immediately notify the Scout Group and provide information as required to the Booking Secretary.
11. A First Aid kit is located in the kitchen.
12. The Hirer shall enter any injuries in the Accident Book located in the kitchen.
13. The Hirer shall not sublet or use the premises in any unlawful way or bring anything on to the premises, which may endanger same.
14. Any complaints concerning the premises must be made as soon as possible in writing to the Scout Group.
15. In the event of the premises being rendered unfit for the use it was hired for, the Scout Group shall not be liable for any loss whatsoever.

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16. The Scout Group reserves the right of free admission during the period of hire to observe compliance with the 'Conditions of Hire'.
17. The Scout Group reserves the right to cancel bookings with 3 (three) months notice if the hall is required for scouting activities.
18. The selling of alcohol on the premises is forbidden (unless the hirer has obtained a licence).
19. The Scout Group does not have a Public Entertainments Licence.
20. The Scout Group has a NO Smoking Policy throughout the premises and grounds.
21. Car parking on the premises is available:-
 - a) Spaces are not guaranteed.
 - b) Park in orderly manner to allow maximum use of the area.
 - c) Do not block other users in.
 - d) Overnight parking is not permitted.
 - e) Users park at their own risk.
 - f) The gate to the car park must remain unlocked when the building is occupied.
 - g) No parking along grass verge outside of main gate so as not to inconvenience local residents.
22. As the hall is in a residential area, music and noise must be kept down to a reasonable level so as not to disturb the residents. This also applies to the car park.
23. FIRE
 - a) Fire exits are clearly marked.
 - b) Ensure escape routes are kept clear and free of obstruction.
 - c) Fire doors must be kept closed and not wedged open.
 - d) Extinguishers must not be taken from the wall to use as doorstops.
 - e) The Hirer must ensure they are familiar with locations of fire exits and extinguishers.
 - f) On detection of a fire, the Hirer must assist evacuation of the building to the evacuation point (turn left out of the main entrance to the 'MUSTER' at the main gate). Dial 999 to fire brigade.
24. The Hirer shall be responsible for leaving the premises clean and tidy at the proper time and fit to be used by the next hirer or Scout Meeting. Crockery/cutlery & cooking equipment must be washed/dried and stored away. The Hirer will not stick anything to the walls/doors or Scout Group notice boards.
25. The Hirer will wipe clean tables, which have been used and leave all tables & chairs for the large hall tidily away in the chair/table store.
26. Hirers will check all fire exits are secure, lights turned off, taps off, electrical equipment including the cooker are all switched off prior to exiting the building.
27. The hiring prices are reviewed annually, and prices charged will be those in force at the time of the let, regardless of when the booking was made.
28. Where the hirers are using the premises for babies or toddlers then it is the responsibility of the hirers to ensure that used nappies are taken away and not left in the Scout Group bins.