

## **TERMS AND CONDITIONS OF HIRING CESTRIAN SCOUT H.Q.**

**BOOKINGS:** All booking applications must be in writing on the form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.

**FEES:** Fees are charged by the hour although half an hour before and after for preparation and cleaning up are free. All bookings start times must be confirmed by the Lettings Officer.

**CAPACITY:** Maximum of attendees is 100 to comply with the Fire Regulations. Admission by Ticket or Invitation only as this is a private function and must not be open to public access. i.e. tickets cannot be sold at the door. The Hirer shall not cause or allow the maximum number of people to exceed these numbers.

**ALCOHOL:** The Scout H.Q. is not a licensed premises so alcohol must not be sold -unless you have obtained a licence from the Local Authority. The Hirer can bring alcoholic drinks into the Scout H.Q. for private and moderate consumption.

**ENTERTAINERS:** It is the responsibility of the Hirer to ensure that all insurance covering the event including any external equipment hired or used for the event has **public liability insurance** (i.e. Bouncy Castles), as this **is not** provided by The Scout Association.

**MUSIC:** The Scout Group have a licence with the Performing Rights Society for the playing of music but does not have a licence for playing of films in public. The Hirer undertakes to ensure that all noise is kept to a level that neighbours are not unduly disturbed.

**CATERING:** Any catering and subsequent provision of refreshments supplied by the hirer must comply with the legislation and conditions of the Food Safety (General Food Hygiene) Regulations 1995 (inc. subsequent modifications). The Scout Group will provide a clean and safe environment but cannot be responsible for any illness resulting directly from catering arrangements provided by the Hirer. Regardless of whether you are self-catering or employing the services of an outside caterer, it is the hirer's responsibility to ensure that the regulations are adhered to. These include the requirements relating to the preparation and transport of food, also ensuring the outside caterer has the necessary catering certificates.

**EQUIPMENT:** The Scout Group will provide trestle table, chairs and access to the kitchen area. The Hirer must provide their own crockery, cutlery, glasses, tablecloths and tea towels. **All electrical equipment brought into the Scout H.Q. must be safe to use or and where appropriate have a current Portable Appliance Test label.**

**DAMAGE:** The Hirer shall indemnify Cestrian Scout Group for the cost of repair of any part of the property, including the surroundings or the contents of the building which may occur during the period of the hiring as a result of the hiring.

**SMOKING:** The scout headquarters is a **NO Smoking Zone**, including e-cigarettes. All cigarette ends must be removed from outside of the premises.

**HEALTH AND SAFETY:** In the event of a personal injury please add the details in to the First Aid Reporting Book is located by the Group flags. The top sheet should be retained by the injured party and the bottom sheet placed within the secured letterbox.

**The Hirer must not leave the premises unattended.**

**SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of hiring be responsible for the supervision of the Scout H.Q. the fabric and contents, their care, safety from damage however slight and the behaviour of all persons using the Scout H.Q.

**Completion of Hire:** At the end of the hiring the hirer shall be responsible for leaving the Scout H.Q and surrounds in a clean and tidy condition. Any contents temporarily removed from their usual position must be properly replaced, and goods brought in for the events should be removed after the event, unless an agreement has been arranged with the Letting Office.

**Check List:**

- Floors clean
- Kitchen clean/work top
- Toilets clean
- All tables and chairs put away / tabletops wiped clean
- Please **don't drag** the furniture across the floor
- Please take **all** your rubbish away with you