

1st Fremington Scout Group

Registered Charity Number 1036328

Conditions for Hire of the:- **1st Fremington Scouts HQ Building, Seaking Road,** **Fremington, EX31 3GB**

Any breach of these conditions, may result in the refusal of future bookings.

Bookings at a glance

- All bookings need to be made either through our website (1stfremingtonscoutgroup.org) or via phone (07967 491777)
- Bookings and Hire will only be accepted from persons aged 18 or over.
- All bookings will include a £50 refundable deposit.
- Bookings will only be confirmed, upon the receipt of the £50 refundable deposit
- Invoice payment will need to be made prior to the hire period commencing.
- Keys will not be issued to those hiring the building, as our Caretaker will ensure the venue is unlocked 30 mins prior to the start of hire and locked up again 30 mins after the end of the hire period.
- Due to the close proximity of residential buildings and to avoid disturbance, bookings that extend past 10pm, will not be permitted.

Cancelations

- The hirer may cancel a booking, giving no less than 48hours notice during the working week (9am to 4pm, Monday to Friday). A full refund will then be issued.
- Cancellations made with less than 48hours notice, will bring about the forfeit of the hire fee. (£50 deposit remains refundable).
- If the cancellation is to a single date within a 'block booking', the hire fee will be refunded, but the £50 deposit will be retained until the end of the 'block booking' period.
- 1st Fremington Scout Group reserves the right to cancel a booking due to damage to the building, power failure or similar unforeseen circumstances. In such circumstances a full refund of the Hire fee and Deposit will be given. 1st Fremington Scout Group will not however accept any liability for compensation under these circumstances.
- 1st Fremington Scout Group reserves the right to cancel a booking prior to, or during, its occurrence if, in its opinion, the use of the building is likely to cause public alarm, distress or offence.

Conditions of hire

- The hirer must ensure that the number of persons present in the main hall does not exceed 60 persons. (Maximum number permitted under Fire Safety Regulations)

- Catering and catering supplies are not provided by 1st Fremington Scout Group. However, facilities for making tea and coffee are provided. If the hirer wishes to provide catering, they must do so from an external source.
- The hirer must ensure that any of their caterers/contractors present on site, comply with the hire conditions set out in this document, which also includes insurances and electrical equipment testing requirements.
- In the event of a fire or other emergencies during your hire, it will be your responsibility to ensure appropriate action is taken to evacuate the premises, following the instructions displayed within the building.
- Smoking, including the use of e-cigarettes, is not permitted in any part of the building and immediate grounds surrounding the HQ Building. The hirer will ensure that this is enforced.
- The Hirer shall not sub-hire, or use the premises or allow the premises to be used, for any unlawful purpose, or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises, or any insurance policies in respect of the premises.
- The Hirer is responsible for checking that all lights, heaters and electrical appliances are switched off and all windows and Fire Exits are locked and secure at the end of the hire period. (Final lock-up will be completed by the HQ Caretaker)
- The Hirer will be responsible for the behaviour of all persons using the premises, during the period of hire.
- Any Hirer working with children or young people, will ensure that the Hirer and all members of staff and volunteers, are police checked, that all staff and that volunteers have appropriate training for the purpose of hire and that all statutory obligations in relation to the purpose of hire, are met.
- The hirer agrees to pay 1st Fremington Scout Group the full costs of making good any damage or losses caused by the hirer, to the floors, walls, doors, furniture, fittings, or any other part of the premises. All damages are to be reported on the day of hire.
- 1st Fremington Scout Group does not accept liability for any loss of or damage to any property belonging to the hirer.
- The hire is permitted entirely at the hirers own risk. 1st Fremington Scout Group will not be liable for any personal injury, or consequential loss to the hirer, otherwise than as a result of a defective condition of the building or its equipment or the negligence of 1st Fremington Scout Group
- The hirer must ensure that all rooms within the building are used for no longer than the length of time stated on the booking form. A period of 30 minutes prior to the booking time and 30 minutes immediately preceding the finish time is allocated for setting up and packing away.
- The hirer may affix decorations/posters or displays to the walls within the building, as long as these do not cause damage to walls. No nails, pins screws or other such fixings are to be used. All such decorations, posters or displays are to be removed by the hirer at the end of the hire period.
- The hirer must ensure that no disturbance is caused to residents, passers-by, the occupants of adjacent buildings.
- The hirer or a representative of the hirer, must be on the premises at all times during the period of hire.
- The premises must be left in a clean and tidy condition. ALL rubbish must be removed from the site and crockery and cutlery washed and put away. The hirer will be charged the full cost of any cleaning or remedial work caused by failure to adhere to this condition.
- All entrances and exits must be kept clear at all times.

- Fire Appliances must remain in their proper designated locations, when not in use and must not be tampered with. Any misuse must be reported to the Caretaker immediately. Any unlawful discharge of an Extinguisher, will be charged to the Hirer.
- If a fire occurs, the Hirer is to ensure the safe exit of all users. The fire brigade should be called to any outbreak of fire, however slight. If a fire occurs and there is no immediate danger, attempts should be made to switch off all electrical and gas appliances.
- Highly flammable substances shall not be brought into, or used in, any part of the premises.
- The Hirer is responsible for providing their own First Aid kit.
- for the operation of the heaters. No unauthorised heating appliances shall be used on the premises.
- The building must not be used for any purpose other than that specified on the booking form.
- The sale of alcohol is not permitted inside or outside the building except where the appropriate licences have been obtained and permission is granted by 1st Fremington Scout Group, following receipt and confirmation of such licence.
- Bouncy Castles - Only electrically powered Bouncy Castles, suitable for Toddler/Pre-School children, are permitted within the building.
- Dogs shall not be allowed on the premises, other than registered Guide dogs and Assistance dogs.