



1st Creigiau Scout Group Hiring Agreement and Standard Conditions of Hire

Definitions

For the purposes of this agreement the term “Hirer” shall mean an individual hirer or, where the “Hirer” is an organisation that organisation.

The “Premises” include the scout hall and the grounds surrounding the hall.

“Booking” means the contract between the Hirer and 1st Creigiau Scout Group as detailed on the Booking Form.

The “Hall” includes the main hall area, kitchen and toilets

“Hire Period” means the date(s) and time(s) reserved by the Hirer on the Booking Form.

“Function” means the event for which the hall was booked by the Hirer and detailed on the Booking Form.

Hiring Agreement

1st Creigiau Scout Group permits the Hirer to use the Premises for the Function and for the Period described on the Booking Form. The Booking Form is part of this Agreement. This Hiring Agreement includes both the details on the Booking Form and the Standard Conditions of Hire set out below.

The Hirer shall not use the Premises for any purpose other than that permitted under the hire agreement and will not without obtaining the prior consent of the Booking Secretary use or enter the Premises at any times other than those permitted under the hiring.

No exclusion of any term or condition can apply unless specifically granted in writing.

1st Creigiau Scout Group reserve the right, in circumstances of emergency, to cancel any booking at short notice upon the terms that the booking fee is refunded in full and that they are not responsible for any loss damage or inconvenience caused by the cancellation.

1st Creigiau Scout Group has the right to amend these conditions by giving notice in writing by letter or e-mail, or by phone to the Hirer.

Supervision

The Hirer accepts responsibility for being in charge of and present on the Premises at all times during the Hire Period and for ensuring that all terms and conditions of this Agreement are complied with.

Where the Hirer is an organisation, the Hirer agrees to nominate a person to undertake this role and provide their name and contact details as required on the Booking Form.

The Hirer, during the Hire Period, will be responsible for the care and protection from damage of the Premises and contents and for the behaviour of all persons using the Premises.

Access to Premises

Hirer will be permitted access to the Premises 30 minutes prior to the Hire period and 30 minutes following the Hire Period, or as agreed with the Booking Secretary, to ensure all responsibilities have been carried out

Vehicle access to the Premises is via the main gate which is secured via a padlock.

The Hirer will be provided with all necessary keys to gain access to the gate and premises.

The gate may be left open during the Hire Period to allow general access to and from the Premises.

Unless agreed with the Booking Secretary, do not provide these keys to any other person.

The Hirer is responsible for ensuring the safety of the keys during the Hire Period and they are returned as soon as practicably possible following the Function to the Booking Secretary.

Car Parking

Ensure that cars parked on the Premises do not block the hall fire exits or the access road from the gate to the hall.

Do not drive or park on the grassed areas outside the hall.

No responsibility can be taken for damage to, or theft from, any vehicle using the Car Park at any time by the 1st Creigiau Scout Group.



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Alcohol and Smoking Policy

Smoking is not allowed in any part of the hall or grounds.

The consumption of alcohol in or around the hall premises is strictly prohibited unless specifically authorised in advance.

It is expressly forbidden for people under the age of 18 to consume alcohol.

Animals

No animals, except guide dogs, are allowed to enter the hall unless specifically authorised in advance.

No animals are allowed into the kitchen at any time.

Fire Safety

The Hirer agrees to observe all the fire precautions and shall not at any time obstruct or cause obstruction of any entrance or exit.

There are 2 fire exits at either end of the hall.

No LPG appliances or highly flammable substances can be brought onto the Premises.

The Hirer is to make themselves aware of the fire extinguishers located in the hall and it is the responsibility of the Hirer to familiarise themselves with the positions of the nearest Extinguisher according to their activity.

The Fire Brigade should be called to any outbreak of fire, however slight, and the incident reported to 1st Creigiau Scout Group.

Music

The Hirer must undertake to avoid any excessive noise - particularly amplified music - which would annoy neighbours.

The Hirer must also undertake to avoid noise and disturbance to neighbours when leaving the Hall and Car Park at the end of the hiring.

Evening events MUST ensure music is switched off by 23:00, unless agreed otherwise.

Responsibilities at End of Hire

The Hirer is responsible for:

- Ensuring the hall floor is swept clean at the end of the Booking,
- Cleaning the kitchen area and tidying as appropriate
- Ensure all rubbish is removed off site – There is no routine collection for waste
- All equipment, chairs and tables must be stored away tidily - Notice boards are not to be touched without prior agreement.
- Switch off all lights
- Ensure all doors and windows are closed and the building is locked.
- Ensure the cooker is turned off.

Once all persons and vehicles have exited the site, lock the gate using the lock.

When leaving late at night please respect our neighbours and leave quietly.

Return any keys to the Booking Secretary as soon as possible.

Accidents and Damage

The Hirer must report any accidents involving injury to the public or loss or damage to the Premises or fixtures and fittings as soon as possible.

The Hirer must make good or pay for any damages (including accidental damage) to the Premises or to the fixtures and fittings and for loss of contents.

Any property belonging or brought on site by the Hirer is the responsibility of the Hirer and is not covered by the insurance of 1st Creigiau Scout Group.

Public Liability

1st Creigiau Scout Group is insured against any claims arising out of its own negligence.

It is the Hirer's responsibility to take out adequate insurance to insure the Hirer against all claims arising as a result of the Hire or accept personal liability to any claim should cover not be arranged.



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Payment and Cancellation Policy

Unless agreed otherwise, total payment must be made following confirmation of booking and price **at least 2 weeks in advance.**

Payment can be made by cash, cheque made payable to 1st Creigiau Scout Group or preferably bank transfer using the details below:-

Account Name: 1st Creigiau Scout Group

Sort Code: 30-91-18

Account No: 02355563

If paying by bank transfer, please include your name and booking date on the reference.

If the Hirer subsequently cancels the booking with less than 2 weeks' notice, then the payment will be refunded but may, at the discretion of the Booking Secretary, be subject to a cancellation fee of £10.

Contact during Hire period

The Hirer must ensure a fully charged mobile number is available on the day of hire for use in the event of an emergency; this number to be made known to the Booking Secretary.

1st Creigiau Scout Group will provide a contact phone number to address any problems or queries on the day of hire

I the Hirer of the 1st Creigiau Scout Group Premises do agree with the Terms of the Contract as laid out above.

Name: _____

Date: _____