



4th BRIGHTLINGSEA SCOUT GROUP



Lower Park Road Recreation Ground,
Brightlingsea,
Essex
CO7 0JX

CONDITIONS OF HIRE

1. Hirers must confine themselves to the rooms and facilities stated in the booking form during the period of hire. If there is a need for additional accommodation or equipment then this must be agreed with the booking secretary prior to use.

2. LOSS, DAMAGE OR INJURY - The hirer is responsible for the safety of all persons attending their activity / event. The hirer shall indemnify the Scout Group, its members, leaders and agents from and against all claims, demands, actions, expenses, damages, penalties or proceedings arising out of or in any way connected with the hiring in respect of:

- a) Any loss, theft, or damage of or to any property of any person not privy to the hiring agreement in or upon the premises, and
- b) The death or injury howsoever or to whomsoever caused which shall occur while such person is in or upon the premises or any part thereof or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
- c) Hirers will be responsible for any loss or damage to clothing or other property and for any claims arising out of use of the cloakrooms, and may if they so desire provide one or more attendants.
- d) Under no circumstances will the Scout Group make good or accept responsibility or liability in respect of any loss, theft or damage, howsoever or by whomsoever caused of or to any goods or property whatsoever of the hirer in or upon the premises deposited with any officer or member of the group.

The Group will not be liable for any loss occasioned to the hirer as a result of the breakdown of equipment, a failure in the supply of electricity, a leakage or penetration of water, a fire or explosion, a government restriction or an act of God which may cause the premises to be temporarily closed or the hiring to be interrupted, curtailed or cancelled.

A full Risk Assessment should be carried out for the premises, grounds, and any activities being undertaken by the hirer. The hirer should ensure that they have appropriate insurance, since both the 4th Brightlingsea Scout Group and The Scout Association cannot be held responsible for injuries and accidents however occurred on or off the premises.

3. Hirers should make themselves familiar with the location of fire exits, fire extinguisher locations and all matters relating to safety. A basic First Aid kit is available in the kitchen. Notification of supplies used must be given to ensure restocking. The rear and side doors should be locked if using the field at the front of the building.

4. The 4th Brightlingsea Scout Group cannot be held responsible for any damage to, or losses from, cars parked within the car park areas or equipment on or off the premises. Vehicles must not be parked on the raised pavements or grass.

5. Hirers should be aware of the of the Scout Associations policy on Safeguarding, child care and protection, and the obligations of the Home Office Code of Practise, which is called Safe from Harm, should children be at the activity / event.



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6. **All accidents, breakage and incidents** must be reported to the booking secretary as soon as possible and not later than 24 hours following a period of hire. A small fee will be incurred. Accidents must be recorded in the Accident book (available in the kitchen). It would be appreciated if any deficiencies / usages are also reported.

7. The Hirer will ensure good conduct and order is maintained whilst using and leaving the premises or grounds. No activities which will harm the good reputation of the Scout Movement are to be engaged in. Fire exits and associated staircases must only be used in an emergency situation. Should this be the case then the booking secretary is to be notified immediately.

8. Users of pre-recorded music are deemed responsible for matters relating to copyright and the obtaining of PPL licenses. It should be noted there is no licence to receive live television broadcasts.

9. **No alcohol** is to be sold or consumed on the premises without prior permission of the scout group. All parts of the building are deemed to be **no smoking** areas.

10. Gambling is not permitted on the premises with the exception of Tombola and raffles which are consequential to the main event or without prior permission.

11. The hirer is responsible for removing all of their own equipment and materials from the building at the end of the event. No liability is accepted for hirer's equipment whilst it is on the premises.

12. Hirers using the cooking facilities must have due regard for matters of safety and food hygiene and appropriate standards of cleanliness. Food must be stored in airtight containers, with clear labelling and where necessary placed in the refrigerators provided. Waste food must be sealed in plastic bags. As the Scout Group does not provide a refuse service users must **remove all their waste and rubbish themselves including waste food and drink from the refrigerator**. Black plastic sacks can be provided if requested. All kitchen equipment, surfaces and utensils used must be left clean and returned to the correct place in the kitchen. Should rubbish removal be required after hiring a small fee will be incurred or deducted from deposit fee. Notification of charges will be given if incurred.

13. The hirer is responsible for leaving the rooms used in a tidy state; emptying the waste paper bins, turning off all appropriate lights, heating, taps, gas and electrical appliances used, and locking external doors (including fire exits) at night time and on vacating the building.

14. RIGHT OF ENTRY - The 4th Brightlingsea Scout Group reserve to themselves the right of entry at all times to any of the premises hired by the Booking Secretary and/or members of the group and the hirer must be instructed accordingly.

15. In addition to the hiring charges the hirer shall if so required by the Scout Group deposit with them such sum as the Booking Secretary considers reasonable and expedient as security for payment for any damage or loss occasioned to the premises for any property of the Scout Group and such deposit will be returned to the



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hirer in full within 28 days after the end of the hiring provided that there is no such or any other claim arising or outstanding.

16. The hirer shall not cause or permit any person connected with the hiring to drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings or do or permit to be done anything likely to cause damage to the building or any such furniture or fittings. Any notices fixed to walls or any other areas that have caused damage will be charged to the hirer.

17. The maximum number of persons to be allowed admission to the Premises at any one time under the terms and the hirer shall ensure that these numbers are not exceeded: 100

18. Except with the written approval of the Booking Secretary, the hirer shall not permit any animal or bird to enter or remain on the premises provided that this condition shall not apply to a guide dog accompanying an impaired person.

SPECIAL CONDITIONS FOR NEW YEARS EVE EVENTS

Events must finish NO LATER than 1:00a.m. on New Years Day.

No ticket sales will be permitted at the door.

The facilities must be left in a clean and tidy condition.

Damage deposits will be charged at twice the normal rate.

A premium hire charge will be made in addition to the standard hire fees that would apply.

In the event of an emergency occurring within the Scout Hall complex, alarms will be activated in all areas. You must evacuate immediately. The procedure is given below.

- Emergency exits are signed with a figure of a running man above the door or exit.
- Hirers to direct all their attendees to the exits furthest from the emergency
- Emergency services to be called immediately along with the Booking Secretary.
- Evacuation shall be onto the Car Park situated to the left of the building near the houses.
- Evacuation should be immediate and no attempt should be made to gather or retrieve possessions from the cloakroom or other parts of the building.
- Please evacuate in an orderly manner, as quickly as possible and without running.
- No attempt should be made to enter or re-enter the building until given the all clear.
- Please keep your bags and other loose possessions with you at all times.
- Unattended property will activate emergency evacuation procedures.
- On conclusion of the emergency the hirer will advise of and allow re-admission to the building.

SIGNED BY HIRERDATE...../...../.....

SIGNED BOOKING SEC.....DATE...../...../.....



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Booking Form for the Hire of the 4TH Brightlingsea Scout Group Hall

NAME OF ORGANISATION/GROUP.....

PERSON RESPONSIBLE FOR THE BOOKING

CONTACT ADDRESS

.....
.....

..... POST CODE

TELEPHONE NUMBER (H)

TELEPHONE NUMBER (M)

TELEPHONE NUMBER (W)

E-MAIL ADDRESS

PREFERED CONTACT METHOD.....

DAYS - DATE/S REQUIRED

ESTIMATED TIME OF ARRIVAL

ESTIMATED TIME OF DEPARTURE

FACILITIES REQUIRED (Please incl details of rooms, catering and car parking etc)

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- *All session priced as of 01/06/15 £20 per session and subject to change.
(Morning Session 9am – 12pm Afternoon Session 1pm – 4pm Evening Session 3hrs)*
- *Weekend Hire Friday 6pm to Sunday 6pm - £200*
- *Friday / Saturday night hire - £55*
- *New Years eve £120 till 1am at the latest.*
- **Key / cleaning deposit of £25 required with booking form and returned after hut inspection and key return.**
- *Additional cleaning fee subject to agreement - £25 deposit*

All bookings must be made through the bookings secretary – Lisa Sayers 07786802454
Or 01206 616167 or bookingsscouthut@outlook.com and are subject to completion of this
form. Signing this form demonstrates acceptance of the conditions of hire contained within it.
4th Brightlingsea Scout Group reserves the right to cancel a booking and return all payments
in full and to make any extra charges in respect of damages.

SIGNED DATE

Please keep your own copies of this booking form and the Conditions of Hire