

Terms and Conditions of Hire



GENERAL

1. The Hirer must ensure that reasonable precautions are taken for the safety of children using the premises. All children under the age of 16 must be accompanied by and be under the supervision of a responsible adult
2. Please ask all guests or invitees to be respectful of neighbours, both when arriving and when leaving the premises. In particular neighbours' drives must not be blocked by attendees' cars.
3. The Hirer shall not permit any person to interfere with the fixtures and fittings, or any equipment on the premises which is the property of the Scout Group.
4. If any damage or problems occur during your event, please inform the person closing up at the end of your event.
5. A First Aid box is located in the kitchen, hanging on the wall to the right as you enter. This is available for use by any hall user.
6. The Hirer is asked to leave the premises in good order, in a clean and tidy condition, with chairs and tables re-stacked as found. All rubbish is to be placed in the wheelie bins to the side of the hall or be taken away.

FIRE PRECAUTIONS

1. The Hirer should ensure that they are familiar with the layout of the hall, in particular the location of the three fire exits and the position of fire extinguishers.
2. The fire exits must be kept clear at all times
3. In the event of a fire, or activation of an alarm, all persons must leave the premises via the nearest exit. The Hirer should check the three toilets, kitchen and first floor meeting room (if this has been made available) to ensure that everyone has left. A roll call should be taken when all visitors have left the building
4. 999 should then be dialled. The address is 1st Ashtead Scout Headquarters, Woodfield, Ashtead KT21 2RL
5. Do not allow anyone to return inside the building to collect personal belongings until permission is granted by the emergency services.
6. The Hirer shall not allow to be done anything that might increase the risk of fire.