



## **1<sup>st</sup> Creigiau Scout Hall Hire - Terms and Conditions**

It is a condition that this Hiring Agreement must be reviewed and acknowledged when making your booking before access to the premises will be granted.

### **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 Confirmation. The Booking Confirmation 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 (the Function) 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.

### **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.**

### **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.