



1st EAST GRINSTEAD SCOUT GROUP

SCOUT HALL TERMS & CONDITIONS OF HIRE

Organisation: 1st East Grinstead Scout Group

Managed by: The Trustees ("the Committee")

Registered Charity Number: 305850

Premises Address: 100 Moat Road, East Grinstead, West Sussex, RH19 3LN

Effective From: January 2026

1. RESPONSIBILITY OF THE HIRER

- The person (or organisation) in whose name the Hall is booked ("the Hirer") is responsible for:
- Compliance with these Terms and Conditions;
- The general supervision of the Hall during the period of hire;
- The conduct and safety of all persons attending the event.

The Hirer accepts full responsibility for the premises for the duration of the booking.

2. BOOKING AND PAYMENT

- 2.1. The period and purpose of hire must be clearly stated at the time of booking. Preparation and clearing time must be included in the booking duration.
- 2.2. Minimum spend of £50 is required for one-off hires (eg parties).
- 2.3. Bookings are charged in increments of 30 minutes.
- 2.4. Bookings will be held for one week from the date of invoice. If payment is not received within that period, the booking may be released.
- 2.5. The hire fee must be paid within **30 days of invoice** or at least **two weeks prior to the event**, whichever is sooner;
- 2.6. For larger events, a **refundable damage deposit (currently £100)** will be required.
- 2.7. No transfer of booking from one Hirer to another may be made without the prior written consent of the Committee.

3. CAPACITY LIMITS (January 2026)

In accordance with fire regulations and insurance requirements:

- **Events involving dancing or bouncy castles:** Maximum 70 persons
- **Events with music and singing only:** Maximum 150 persons

These limits must not be exceeded under any circumstances.

Police officers and Fire Service officers must be permitted entry to inspect the premises at any function.

4. SUPERVISION AND AGE RESTRICTIONS

- 4.1. Parties or discos for teenagers or juveniles must have adequate parental supervision.
- 4.2. No parties or gatherings for young adults under the age of 21 shall take place unless parents or guardians are present.
- 4.3. The Hirer is responsible for ensuring orderly behaviour and that guests leave the premises quietly.

5. ALCOHOL AND LICENSING

- 5.1. Alcohol must not be sold on the premises except under an appropriate licence in accordance with the Licensing Act 2003.
- 5.2. No exchange of cash may take place in connection with the sale of alcohol unless properly licensed.
- 5.3. Organisations operating bottle stalls containing alcohol are advised to consult the local authority regarding licensing requirements.

The Hirer is solely responsible for obtaining any necessary licences.

6. SMOKING, VAPING & SUBSTANCES

- 6.1. **No smoking or vaping indoors.** Use the designated outside area away from doors/windows; dispose of butts responsibly.
- 6.2. **No illegal substances** on the premises.

7. MUSIC AND NOISE CONTROL

- 7.1. Music must cease by **21:45**.
- 7.2. The premises must be vacated by **22:00**.
- 7.3. Doors and windows must remain closed during amplified music.
- 7.4. Noise levels must be appropriate for a residential location and monitored periodically by the Hirer.
- 7.5. 'Dry ice' and smoke machines must not be used as they will activate the fire alarm system.

8. INFLATABLES & SPECIAL EQUIPMENT

- 8.1. Inflatables are only permitted with proof of **PIPA/ADiPS** certification, **operator public liability insurance (min £5m)**, and a suitable **method statement** agreed in advance.
- 8.2. The Committee may refuse equipment deemed unsuitable (e.g., insufficient ceiling height/clearance).

9. CARE OF THE HALL

- 9.1. The Hall must be left in the condition in which it was found.
- 9.2. Tables and chairs must:
 - Be cleaned;
 - Be returned to their designated storage areas;
 - Be carried (not dragged across the floor).
- 9.3. Brooms and cleaning equipment are located in the cleaning cupboard by the kitchen.
- 9.4. Failure to leave the Hall clean and tidy will result in forfeiture of the deposit.
- 9.5. All waste and recycling must be removed from the premises and disposed of off-site.
- 9.6. All breakages and damage must be reported immediately. Charges will be made at repair cost where practicable, or replacement cost where necessary.
- 9.7. No stiletto heels, spiked shoes, or wheeled footwear may be worn in the building.
- 9.8. Decorations:
 - Must be removed on the same day;
 - No nails, tacks, screws or similar fixings may be used;
 - Only low-tack adhesive products may be used.

10. KITCHEN USE

- 10.1. The Hirer and any caterers must comply with all applicable food hygiene legislation.
- 10.2. The kitchen must be left clean and all appliances turned off, including the hot water boiler.
- 10.3. The Committee accepts no responsibility for food prepared, stored or served on the premises.

11. SECURITY AND CLOSING PROCEDURE

Before leaving the premises, the Hirer must ensure:

- All lights are switched off;
- All heaters (including toilets and meeting rooms) are turned off;
- Windows are closed securely;
- External doors are locked;
- Keys are returned to the designated key safe and secured.

A penalty charge of **£50** will be applied if heaters are left on or doors left unsecured.

12. PARKING & ACCESS

- Parking on site is limited (with up to 4 spaces). Do not block neighbours' driveways or access. Load/unload with consideration.
- Keep routes to exits and emergency access **clear** at all times.

13. EQUIPMENT AND PERSONAL PROPERTY

- 13.1. All equipment brought onto the premises must be safe and in proper working order.
- 13.2. The Committee accepts no responsibility for loss or damage to personal property or items left on the premises.

14. DAMAGE AND LIABILITY

14.1.The Hirer is responsible for any damage occurring during the hire period.

14.2.Where repair or remedial cleaning costs exceed the damage deposit, the additional amount will be recovered from the Hirer.

15. CANCELLATIONS

15.1.The Committee reserves the right to charge in the event of cancellation.

15.2.For regular bookings, a maximum of one cancellation per term is permitted to retain a guaranteed time slot.

15.3.The Committee reserves the right to cancel bookings if the Hall is required as an Election Polling Station or in other exceptional circumstances. In such cases, fees paid to the Committee will be refunded. The Committee will not be held liable for any other costs that have been incurred by the Hirer.

16. WEATHER-RELATED ACCESS

In extreme winter weather:

- If the Hall is accessible and available, normal charges apply.
- If the Committee cannot access the building (e.g. frozen pipes), no charge will be made.

17. CHARITABLE STATUS

The Hall is operated as part of a charitable organisation and relies on hire income to fund maintenance and upkeep. Hirers are requested to treat the Hall with care and respect so it remains in good condition for future users.

18. ACCEPTANCE

By signing the booking form, the Hirer confirms that they:

- Have read and understood these Terms and Conditions;
- Accept responsibility for compliance;
- Agree to indemnify the Organisation against loss arising from their hire.

Signed (Hirer): _____

Name (Print): _____

Organisation (if applicable): _____

Address: _____

Telephone / Email: _____

Date: _____