

204th Scout Group
12 Golf Drive
Old Drumchapel
G15 6TA



Hall Hire Agreement

The details below set out the hire agreement between the 204th Scout Group and the Hirer

The management of the premises at 12 Golf Drive is the responsibility of the 204th Glasgow Scout Group Executive Committee.

Decision to let to hirers

Hirers must provide information about planned activities within the hall at the time of booking as laid out in the booking form. The Executive Committee of the 204th Scout Group may request further information to assess the suitability and safety of the Hall and users, as well as in consideration for the local neighbours/community.

At the time of booking hirers must have accepted the terms and conditions for hire as laid out in this lettings policy.

The premises will not be hired to any individual, group or organisation that does not subscribe and adhere to the 204th Scout Group commitment to the promotion of equal opportunities. The 204th Scout Group reserves the right to refuse a booking.

Letting terms

When hirers are using the premises, the 204th Scout Group expressly forbids:

Any illegal activity

Its use for political campaigning or the promotion of extremism

Smoking

Drug taking

Gambling

The sale of alcohol

The use of any electrical equipment that is not in safe, good working order

Bringing animals or birds on to the premises without express permission of the 204th Scout Group, except for assistance animals. No animals are allowed in the kitchen at any time.

Naked flames within the building

As a hall hirer you must ensure that you:

Are over the age of 18

Ensure the maximum number of people using the hall does not exceed the premises' maximum

Use the premises only for the purpose described at the time of booking.

Are the responsible person for, and supervise the, activities on the premises for the duration of the letting.

Respect our neighbours by keeping noise to a minimum, especially after 9.30pm when vacating the premises, and by parking with due care and attention.

Adhere to the conditions of booking and ensure the safety of those using the premises and of the premises and equipment under your care. You are responsible for complying with health and safety, fire, security and safeguarding requirements/regulations, ensuring appropriate risk assessments, understanding and insurance cover are in place.

Agree to record any accidents in the incident log book within the First Aid kit

Agree to cooperate with any required incident investigation as a result of your occupancy

Have a current public indemnity insurance policy in place both for regular and long-term bookings.

Occupy the premises only within the hire period,

Agree to leave the premises as you found them.

The agreed rate for the hire will be £20 per hour. This should be paid in advance for the month ahead on the 1st day of the month. Any additional required hours per month should be paid after agreement that the hours are available. Any New Hires starting Mid month must pay in advance before hire time starts. Payments should be made by BACS (details will be provided separately). This will be reviewed on an annual basis in September by the 204th Glasgow Scout Group Executive Committee.

Cleaning/Security

After each hire it is your responsibility to ensure that the hall is left clean and tidy and all hand surfaces are wiped with antibacterial cleaner in particular door handles, light switches and all surfaces in the bathrooms and kitchen. Cleaning materials are provided by the group and kept in a locked cupboard to comply with COSHH requirements. This door should remain locked and a key will be provided for access. All doors and windows should be closed and locked on leaving the premises.

In the event that keys are lost, the hirer must alert the hall hire secretary immediately and will be responsible for the cost of replacing keys or, if deemed necessary by the 204th Scout Group replacing locks and cutting additional sets of keys to the premises to ensure security.

The duplication of keys (without the knowledge of the Booking Secretary) is strictly prohibited and may result in a cancellation of all current and future bookings.

A set of keys will be issued to long-term hirers on the basis that access to the building is to be only during booked hours.

In the event that long-term hirers are found to be accessing the building outside booked hours, the 204th Scout Group reserves the right to cancel further bookings with immediate effect.

All hirers have been issued with an alarm Fob to activate and deactivate the alarm system, as with keys if a second fob is required. Contact the booking secretary. A cost of £20 is charged for a second Fob or a replacement one

There is an outside floodlight which can be switched on inside the front door, please ensure this is switched on when required.

The fire exit should not be blocked at any times. It will be locked with a padlock which should be removed when entering the hall and reinstated when leaving the hall.

Kitchen

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. The use of professional caterers requires the prior agreement of the Scout Group.

Please note that the kitchen is of a domestic standard and does not hold a Food Hygiene certificate for the preparation, cooking and serving of food to the public on the premises.

Storage

Storage can be provided but must be agreed with the committee before any equipment can be left in the hall. The 204th Scout Group will not be held liable for damage or loss of any equipment stored on the premises. Each group must make arrangements to have their property insured whilst on the premises.

Insurance/Liability

The Hirer is responsible for making arrangements to insure themselves against any third party claims which may lie against them whilst using the Premises.

The Hirer shall be liable for:

- the cost of repair of any damage to any part of the Premises or contents of the Premises which may occur during the hire period as a result of the hiring
- all claims, losses, damages and costs made against the Scout Group and their volunteers in respect of any damage or loss of property or injury to persons arising as a result of the use of the Premises by the Hirer.

The Scout Group shall not be shall not be responsible for:

- any loss or damage to the Hirer's property arising out of the hiring
- any loss, damage or injury which may be incurred by, done to or happen to any person on the premises during the hiring from any cause whatsoever
- any loss due to failure of lighting, heating or leakage of water, to fire or any circumstances necessitating closure of the Premises.

Licences

The premises does not have a license to sell alcohol.

The premises does not have a PPL or PRS license for playing music in public. This will be the responsibility of the rental should they require this.

The premises does not have a betting, gaming and lotteries licence.

Damages

As a hall hirer you must:

Take responsibility for the cost of any damage to the hall, premises or equipment.

Give access to the Group Executive members to all parts of the building during the lettings if necessary, to check you are acting in a responsible and safe manner and complying with 204th Glasgow Scouts policies.

Report accidental breakages and any damage at the earliest opportunity to the Booking Secretary s.

Failure to do this may result in the cancellation of future block bookings.

The 204th Scout Group reserves the right to cancel the let should the above conditions not be complied with.

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Hall Hire Agreement Acceptance

Company Name:

Company Contact Name:

Company Contact Number:

I confirm that I accept the terms as laid out in the above Hall Hire Agreement.

Signed :

Date:

Signed on Behalf of the 204th Scout Group: -

Name:

Signed:

Date: