



1st BANCHORY SCOUT GROUP

Scottish Charity Reg. No: - SC 034476

TERMS AND CONDITIONS FOR THE HIRE AND USE OF BANCHORY SCOUT HALL

Banchory Scout Hall is made available for hire for use by members of the community for recreational, educational, cultural, and community-centred activities and events.

1. The Hirer may only use the hall for the purpose specified at the time of hire.
2. By submitting the booking form, the Hirer accepts the Terms and Conditions for the Hire and Use of the Hall.
3. A responsible person (over the age of 21), shall be present and in charge during the whole period of time that the public are in the hall, whilst it is being hired. This person will ensure that all parts of the Hall they have used are left in a clean and tidy condition immediately after the event. They must ensure that all members of the public have vacated the hall before locking up.
4. At the end of the function, all windows and doors are to be locked and all electrical appliances and lights (including external) are to be switched off.
5. There must be at least one adult attendant (two if more than 100 people), who is fully conversant with the location and operation of all exits, safe escape routes and fire extinguishers.
6. Smoking and vaping are not permitted inside any part of the hall.
7. In the event of a fire, the person in charge will be responsible for checking the hall to ensure that all persons have evacuated the hall, unless the that person's life would be put in danger by doing so.
8. Please ensure all Emergency Exits are kept clear at all times.
9. Where the majority of persons are under the age of 16, at least one attendant for every 20 children shall be present to control the movement and take precautions for the safety of the children.
10. The hirer will ensure that all electrical equipment used during the hire period (e.g. amplifiers, music systems etc.) is in good condition, full working order and has been subject to a suitable PAT test (Portable Appliance Test).
11. 1st Banchory Scout Group accepts no responsibility for the loss or damage to any property brought into the hall or its surroundings.

12. All parties using the hall do so at their own risk. 1st Banchory Scout Group will not be responsible for any loss, damage, or injury sustained by hirers.
13. Hirers are responsible for any losses or damage caused to the Hall, its furnishings, fittings, accessories or the surrounds during the period of hire. Any damage must be reported and made good at the expense of the individual or user group to the full satisfaction of the 1st Banchory Scout Group.
14. Any faulty equipment or other maintenance requirement pertinent to the hall should be reported to 1st Banchory Scout Group as soon as possible.
15. 1st Banchory Scout Group accepts no responsibility for food made and served, or food brought to the hall and consumed in the hall. If food is to be prepared, sold, supplied or consumed on the premises, at least one person in the party must hold an elementary food hygiene certificate.
16. At least one person trained in First Aid must be in attendance at all events.
17. The hirer will indemnify 1st Banchory Scout Group against all claims (a) by third parties regarding personal injury, death or loss or damage to personal property and possessions and (b) for any loss or damage to 1st Banchory Scout Group property or premises arising out of the hirer's use of the premises and, where required, shall display a suitable Public Liability insurance policy to 1st Banchory Scout Group.
18. The sale of alcohol will only be allowed when a licence has been obtained in advance from the Licencing Authority. The licence and list of prices must be displayed at the bar and the users must fulfil all legal requirements from the licence.
19. All litter, glass bottles and broken glass must be removed from the site.
20. Please recycle as much as possible.
21. Music at events must finish by 12 midnight and the hall should be cleared by 12.30 am.
22. When leaving the hall, all noise should be kept to a minimum to avoid creating a nuisance to local residents.
23. Arrangements for housekeeping and returning keys should be agreed at the time of booking.

If you have any questions please e-mail: Hall.Bookings@1stbanchory.org