

86th / 191st Glasgow Scout Group

Hall Hire Agreement - Terms and Conditions of Hire

The details below set out the hire agreement between the 86th / 191st Glasgow Scout Group and the Hirer.

The management of the premises at 76 Kelbourne Street is the responsibility of the 86th / 191st Glasgow Scout Group Trustee Board, c/ o the Booking Administrator.

Decision to let to hirers

Hirers must provide information about planned activities within the scout hall at the time of booking as laid out in the booking form.

The Booking Administrator for the 86th / 191st Glasgow 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 document.

The premises will not be hired to any individual, group or organisation that does not subscribe and adhere to the 86th / 191st Glasgow Scout Group commitment to the promotion of equal opportunities. The Scout Group reserves the right to refuse any booking.

Letting terms

When hirers are using the premises, the 86th / 191st Glasgow Scout Group expressly forbids:

- Any criminal, or illegal activity
- Use of the scout hall for political campaigning or the promotion of extremism
- Smoking
- Drug taking
- Gambling
- The sale or consumption of alcohol
- The use of any electrical equipment that is not in safe, good working order, and, if appropriate, PAT tested
- Bringing animals or birds on to the premises, 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 21
- 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 will supervise the, activities on the premises for the duration of the letting.
- Respect our neighbours by keeping noise to a minimum, especially after 8:00pm and 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, and insurance cover are in place.
- Agree to record any accidents in the hall log book, and to note there any damage to / faults discovered in the building e.g. leak or flooding, heating / lighting not working, alarm not working, damage to fabric of the building, etc.
- 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, which includes set up and tidy up time.
- Agree to leave the premises as you found them

Hall let rates

Unless otherwise agreed in writing with the Booking Administrator, the current rate for the hire of the main hall is **£20 per hour**, on weekdays, and **£23 per hour** at weekends. There will be a minimum hire period of two hours for all lets. The small upstairs room is charged out at **£10 per hour** (weekdays) and **£11.50 per hour** (weekends).

An additional charge may be levied for storage of your equipment in the scout hall - to be agreed with the Booking Administrator.

Payments should be made by BACS transfer to the scout group bank account (details will be provided separately).

These charge out rates (effective from 1 July 2025) will be reviewed by the scout group on an annual basis by the 86th / 191st Glasgow Scout Group Trustee Board.

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 scout group and kept in locked cupboard to comply with health & safety 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, and lights turned off. Ensure all taps are off, and that all toilets are flushed / not blocked. Report any issues to the Booking Administrator for attention.

In the event that keys are lost, the hirer must alert the Booking Administrator immediately and the hirer will be responsible for the cost of replacing keys or, if deemed necessary by the 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 Administrator) 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 Scout Group reserves the right to cancel further bookings with immediate effect.

All long-term hirers will be issued with an alarm Fob to activate and deactivate the alarm system. As with keys, if a second fob is required, a cost of £20 will be charged for a second Fob or a replacement one

The fire exits should not be blocked at any time.

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 Booking Administrator before any equipment can be left in the scout hall. It will be charged for at a separate cost distinct from the hourly charge out rate.

The 86th / 191st Glasgow Scout Group will not be held liable for damage or loss of any equipment stored on the premises. Each external letting group as Hirer must make their own arrangements to have their property insured whilst on the scout hall 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 or supply alcohol.

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

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., which occurs during the hire period.
- Give access to the scout group Booking Administrator and Group Trustee Board Group members to all parts of the building during the period of the let, if necessary, to check you are acting in a responsible and safe manner and complying with terms of this hire agreement.
- Report accidental breakages and any damage to the scout hall and its facilities at the earliest opportunity to the Booking Administrator.

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

The 86th / 191st Glasgow Scout Group reserves the right to cancel the let, and any future lets, should the above conditions not be complied with by the Hirer.

Acceptance of Terms & Conditions of Hire

By booking the scout hall, the Hirer confirms that they accept the terms and conditions set out in this Hall Hire Agreement, and that they shall comply with these terms and conditions.

86th / 191st Glasgow Scout Group

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