



1st Fressingfield Scout Group

Lettings Policy

1 Introduction

- 1.1 The 1st Fressingfield Scout Group recognise the role of the Group within the community and welcomes the use of the Scout Headquarters for a variety of community and leisure purposes and the opportunity to enable others to benefit. However, the overriding aim of the 1st Fressingfield Scout Group is to support the Group in providing the best possible scouting opportunities for its members, and any lettings of the premises to outside organisations will be considered with this in mind.
- 1.1.1 The Group budget (which is provided for its members) will not be used to subsidise any lettings by community or commercial organisations. A charge to be levied to meet the additional costs incurred by the Group in respect of any lettings of the premises. As a minimum, the actual cost to the Group of any use of the premises by an outside organisation must be reimbursed to the Group's budget
- 1.3 Use of the 1st Fressingfield Scout HQ by the Group or on behalf of the Group (e.g. Group fundraising events, leader training etc) are not subject to the charging elements of this policy.
- 1.4 A copy of the Group's Letting Agreement will be included in the Group's Letting Application Form to the Hirer when the initial enquiry is made, (see appendix 2) Once this letting is accepted the Hirer will be sent the full Terms & Conditions for the Hiring of Scout HQ, (see appendix 3)

2 Categories of Lettings

- 2.1 The use of the Scout HQ is divided into the following categories:
- i. Community and Leisure Learning (e.g. adult education, local music group, use by other youth groups & other facilities of benefit to the local community)
 - ii. Private (e.g. individuals who wish to hire the premises for a family event or community activity/meeting).
 - iii. Commercial, (e.g. local branch of weight watchers)

A letting must not interfere with the primary activity of the Scout Group, which is to provide a high standard of scouting for all its members.

Single lettings are those where an individual or organisation wishes to hire facilities for a one off basis these lettings should still be subject to a formal lettings agreement and follow the same principles as a continuous letting i.e. those that run for a number of weeks or terms.



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The Scout Group reserves the right to disapprove without reason any request made to hire of the Scout HQ.

3. Safeguarding & DBS

3.1 The 1st Fressingfield Scout Group is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place rests with the third party provider, (i.e. the hirer) rather than the Scout Group. Hirers providing services to children must have policies, procedures & DBS in place to ensure children's safety and these must be supplied to the Scout Group upon request. The Scout Group should discuss any safeguarding concerns that arise with the organisations hiring the premises as it is important to work with the hirers to make sure that safeguarding standards are high and to minimise any potential risk.

3.2 The hirer must comply with the Scout Group's statement on Global Awareness (British Values) and the PREVENT agenda. By signing the hiring agreement the hirer confirms that the principles of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs are upheld.

3.3 It is the responsibility of any third party provider (i.e. the hirer,) as the employer, to carry out DBS and other checks on its staff. The Scout Group will ask for written confirmation of DBS checks if there is a possibility of unaccompanied adults coming into contact with youth scout members.

4 Availability of Premises

4.1 Designated areas within the Scout HQ are available for hire unless required by the Scout Group .

5 Charges

5.1 The Scout Group reserves the right to make a charge for the use of the Scout HQ. The charge will vary according to the category of the letting as laid out in this policy, (see no. 13)

6 VAT

6.1 The 1st Fressingfield Scout Group is unregistered for VAT and therefore is not charged on lettings.

7 Management & Administration of Lettings

7.1 The Group Scout Leader or HQ Manager is responsible for the management of lettings, in accordance with the Letting's Policy. Where appropriate, the Scout Group Executive may delegate all or part of this responsibility to other members of the Leadership Team, whilst still retaining overall responsibility for the lettings process.



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- 7.2 If the Group Scout Leader or HQ Manager has a concern about whether a particular request for a letting is appropriate or not, they will consult with the Scout Group Executive.

The Administrative Process

- a) A Scout Group Letting Application Form, available from the Scout Group, should be completed & submitted to the Group Scout Leader or HQ Manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks' notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed application form before the booking can be accepted. The Scout Group Executive has the right to refuse an application, and no letting should be regarded as 'booked' until approval is given in writing.
- b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Scout Group Executive reserves the right to
- > Refuse applications without giving a reason
 - > Have a representative present at any function
 - > Terminate any activity not properly conducted

No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

- c) Once a letting has been approved, confirmation will be sent to the Hirer. The Hirer will be sent the Terms & conditions for the hiring of Scout Group HQ & Agreement Form, (Appendix 3)
- d) The letting should not take place until this form is signed by the Hirer and has been returned to the Scout Group. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance to the Scout Group's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

- e) Letting fees are reviewed annually by the Scout Group Executive. When the letting has been confirmed, payment must be made to the Scout Group, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.

An annual report on lettings will be made to the Scout Group Executive and will include information on users, finances, incidents and accidents, enquires and any lettings refused.

CONDITIONS OF USE

8 Security of the Premises

Registered charity number: 1181154

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8.1 Entrance to the Scout HQ will be via the Main Entrance, which will be opened by the Scout Group at an agreed time. It will be the responsibility of the Hirer to ensure that the Scout Group HQ is secure during the time they are in use, i.e. ensure that the Main Entrance is monitored when all members of the group are inside.

9 Use of Facilities

9.1 The Hirer will be responsible for the proper use of the Scout Group HQ (specialist equipment is not generally available e.g. projectors, interactive whiteboards, ICT equipment, audio equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or Group's equipment.

9.2 The Hirer will be responsible for making good any damage to the premises and property.

9.3 Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment.

9.4 In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the Scout Group in a clean and satisfactory condition.

9.5 All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

9.6 The Hirer must be advised that they cannot rely on the Scout Group's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the Scout Group.

9.7 Users should acquaint themselves with the Fire and Safety regulations and relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.

9.8 Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

9.9 The Hirer must use only that area of the building hired and must observe any instructions given by the Scout Group concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.

9.10 Toilets and showers are available.



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- 9.11 The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environment of the Scout Group, and that the premises are left in a clean and tidy condition. The Scout Group reserves the right to have a representative present at any function/hiring. To inspect the proceedings at any time and to put a stop to any entertainment or meeting that is considered not to be properly conducted or liable to cause offence or disturbance to our community and neighbours
- 9.12 The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised.
- 9.13 The Scout Group reserves the right to levy an additional charge to cover:
- a) any additional cleaning that may be required after an event
 - b) the cost of repair of damage to the HQ fabric or equipment
 - c) the cost of replacement of any items of Scout Group equipment if uneconomical to repair
- 9.14 There is a telephone line (for emergency use) and Wi-Fi can be provided at request, where the Scout Group incurs additional costs relating to the hirers use of these facilities the Scout Group reserves the right to pass these on to the hirer.
- 9.15 Express approval by the Scout Group Executive is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended.
- 9.16 Smoking, including vaping is not permitted anywhere in the Scout HQ or grounds.
- 9.17 Animals, other than Guide and Hearing Assist Dogs, are not permitted anywhere on the Scout Group HQ. This is purely on grounds of hygiene.
- 9.18 No combustible materials are to be used within the Scout HQ, except with the express approval of the Group Scout Leader. There is a designated camp fire circle and BBQ area that should be used for appropriately supervised activities
- i) In the event of an incident, fire or near miss:**
- > The Scout Group must ensure that the Incident Report form is made available to the Hirer, who in turn, must ensure one is completed correctly and that an investigation is undertaken.
 - > A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the Scout Group of any findings that may be relevant.
 - > The Scout Group is NOT responsible for undertaking risk assessments for Hirer's activity(ies).



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i) In the event of a fire:

- > The Hirer will call the Fire Service (if Scout Group leaders are not present and supporting the activity)
- > All users will evacuate the building via the nearest fire exit and muster at the designated point, on the car park.
- > Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this.
- > Fires must be reported using the Incident Report form.

10 Licences

10.1 There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the Scout Group against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- > Theatre licence
- > Copyright/Royalty licence
- > Cinematography licence
- > Alcohol
- > Music, Singing and Dancing

11 Insurance

11.1 The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any Scout Group equipment.

- i) The Hirer shall indemnify the Scout Group when signing the application form against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the Scout Group or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.
- ii) The effect of i) is that the Hirer will be liable to indemnify the Scout Group for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.

The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised and has considered protection by personal accident insurance/employers liability for their staff and helpers.



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It is the responsibility of the Hirer to effect adequate public liability insurance and is required to provide a copy to the Scout Group. The Scout Group may at its discretion waive the requirement to hold public liability insurance where the Hirer is an individual or a small informal group of individuals (not using the Premises for commercial or business purposes) who find it difficult to obtain. The Scout Group has adequate insurance cover.

12 Cancellations

12.1 By the Hirer:

Cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the Scout Group will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

12.2 By the Scout Group:

If the Scout Group finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The Scout Group will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

13 Review

13.1 This policy will usually be reviewed annually and at any other time as may be necessary.

14. Hourly Charges

	Community use	Personal use	Commercial use
One room	£10	£5	£30
Each extra room	£5	£10	£20
Hall	£10	£20	£40
Outside space	£10	£20	£40
Adventurous activities	£on request	£on request	£on request
Minibus	£on request	£on request	£on request

14.1 Overnight camping stays for registered youth groups and schools only can be secured at the following rates:

Camping and access to toilets and shower block, at the rate of £4.50ppn

Access to the entire HQ building (no sleeping is permitted inside) in addition to the pppn camping fee is £200 per night.

14.2 Personal and Commercial lettings will require a deposit equivalent to 1 hour's charge to cover the eventuality that:

- > extra cleaning is required in order to return the hired area to a satisfactory state



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or

- > chargeable breakage(s) occur

14.3 This money will be used to offset the cost of cleaning and/or repair. Any unused money will be returned to the Hirer.



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Appendix 1 Hall Capacity

Guidance taken from the Building Bulletin 100

“Design for Fire Safety in School/Trust’s”

Published by the Department for Children’s, School/Trust and Families in 2007

This guidance is for School/Trust re numbers allowed in halls page 50.

The way to work out the capacity of the hall is as follows.

Accurately measure the hall and work out the size in square metres. Deduct from this size the amount of room taken up by furniture and fittings such as a piano, benches and other unusable space such as a stage etc in square metres. The resultant figure should then be doubled and this is the maximum number of persons who can be accommodated.

However a limiting factor is the minimum requirements for sizes of escape doors as follows:

- > 200 persons – 2 exits of 1.124 metres
- > 300 persons – 2 exits of 1.724 metres
- > 400 persons – 3 exits of 1.124 metres; 2 exits of 2.050 metres
- > 500 persons – 3 exits of 1.424 metres; 2 exits of 2.550 metres
- > 600 persons – 4 exits of 1.124 metres.



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Appendix 2

Lettings Application Form

1 st Fressingfield Scout Headquarters	
Name of Hirer (person, body, association, limited company)	
Address of Hirer	
Applicant contacts numbers (daytime & evening)	
Organisation's Name	
Do you have your own Public Liability Insurance?	Please tick yes or no as appropriate:- Yes / No (if yes please attach a copy)
Please attach a copy of any necessary Risk Assessment required for the purpose of hire	

Purpose of Hire	
Category of Letting	Delete as appropriate :- Community & Leisure Learning / Private Hire / Commercial / Charitable /Other

Attendees	Total Number:		No. Adults		No Children	
Single Bookings	Date of Booking		Start Time		End Time	
Block Bookings	Frequency/Days					
	Start Date				Start Time	
	End Date				End Time	
Required Notice for application : 2 weeks before the first day of letting (4 weeks should be given for block bookings)						
Booking times must allow sufficient time for preparation and clearing away before and after the event						

Facilities Required	<input type="checkbox"/> Hall	<input type="checkbox"/> Lecture Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Activity Room
Other Facilities/Services/Equipment required. (Certain facilities price on request)	<input type="checkbox"/> Catering or Self Catered (by arrangement)		<input type="checkbox"/> Tables, Chairs, Kitchen, Catering and other equipment (as specified)	
<input type="checkbox"/> Clean up/ Caretaking Service	<input type="checkbox"/> Campfire / wood		<input type="checkbox"/> Field	
<input type="checkbox"/> Chapel	<input type="checkbox"/> Marquee (Price on request)		<input type="checkbox"/> Outdoor Learning / Nature / Pond Area	
<input type="checkbox"/> Other amenities / Requests:	<input type="checkbox"/> Other amenities / Requests:		<input type="checkbox"/> Other amenities / Requests:	



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Overnight stays and camping requests: (please specify)

The Scout Group does not provide any warranty that the Premises, facilities and equipment provided are suitable for the intended purposes of the hire. The Hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose

Will refreshments be served?		Will alcohol be consumed?		If yes, will the alcohol be served or sold?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Served	<input type="checkbox"/> Sold

If permitted by the Scout Group the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.

I have read and accept the Lettings Agreement, (overleaf) and I confirm that I am over the age of 18

Signed: Full Name Date

You will be sent confirmation of whether this application has been accepted or rejected by post or email. The full Terms & Conditions for hire will be sent after the booking has been accepted with the agreement form. No letting will be regarded as booked until the deposit and the booking fee is received in full and we have received back the agreement form signed.

Please return the form to :- Andrew Aalders-Dunthorne, Group Scout Leader, 1st Fressingfield Scout Group Headquarters, Priory Road, Fressingfield, IP21 5PH. Andrew.aaldersdunthorne@talk21.com

Lettings Agreement:-

(Full Terms & Conditions for the Hiring of the Scout Headquarters will be forwarded on confirmation of application)

At the request of the Hirer, the Scout Group has agreed to hire to the Hirer, part of the Scout Group HQ, as agreed within this Letting Application, for any activity organised or conducted by the Hirer or the Hirers representatives.

Registered charity number: 1181154

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IT IS HEREBY AGREED by the Hirer that he/she and his/her representatives will take full responsibility for:

- a) The terms outlined within the Terms & Conditions for the Hiring of the Scout Headquarters, (will be forwarded on confirmation of application.)
- b) Full and effectual indemnity from and against any loss which the Scout Group may suffer by the claim of any third party entering the Scout Group HQ for whatever purpose connected with the activity organised or conducted by the Hirer, and howsoever such claims arise.
- c) That if and insofar as claims are made against the Scout Group, the hirer will meet the cost of all such claims by the provision of adequate insurance, proof of which will be furnished to the Scout Group before obtaining access to the premises.
- d) That the Hirer is responsible for all damage to Scout Headquarters and or any property thereon, attached thereto, or neighbouring, occurring during the period of the hiring or while persons are entering or leaving such property, however and by whoever caused.
- e) That at the expiration of hiring, the Hirer shall leave the building in a clean and orderly state. All the property of the Hirer and the Hirers agent must be removed at the end of the hiring unless special arrangements are made.

The 1st Fressingfield Scout Group accept no responsibility for:

- a) The supervision and conduct of any persons entering or leaving the Scout HQ during the hire period in connection to this event.
- b) Any loss which the Scout Group may suffer by the claim of any third party entering the Scout HQ for whatever purpose connected with the activity organised or conducted by the Hirer, and howsoever such claims arise.
- c) Any claims made against the Scout Group in connection to this event.
- d) Any damage to Scout Group buildings and or any property thereon attached thereto, or neighbouring occurring during the period of the hiring or while persons are entering or leaving such property, however and by whoever caused.
- e) Any property left by the hirers or their representatives on the premises following any activity organised or conducted by the Hirer or the Hirers representative.

Safeguarding:

The 1st Fressingfield Scout Group is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place rests with the third party provider, (i.e. the Hirer) not the Scout Group. Hirers providing services to children must have policies, procedures & DBS in place to ensure children's safety and these must be supplied to the Scout Group on request.



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FSG Use only

This application for letting is : **ACCEPTED / REJECTED**

Signed **Full name**.....

Position **Date**

Evidence of own Public Liability insurance cover supplied and approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Does the letting involve working with children/young people</p> <p>If yes :- the responsibility for ensuring safeguarding measure are in the place rests with the third party provider, (i.e. The Hirer) not the Scout Group</p> <p>However, if the letting is likely to involve children, the Scout Group should satisfy themselves that the activity is safe and appropriate, therefore the following should be seen and a copy retained :-</p> <ul style="list-style-type: none"> ● Safeguarding policy ● insurance ● instructors qualification and or sporting association affiliation registration certificate 	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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Appendix 3

Terms & Conditions for the Hiring of the 1st Fressingfield Scout Group HQ & Agreement Form

The 1st Fressingfield Scout Group permits the hiring of facilities as set out below on the Conditions of Hire and Book Form attached and the following particulars apply

Agreement Form

Name of Hirer	
Address of Hirer	
Hire Period	From (date and time) To (date and time)
Hire Fee	
Deposit	
1 hour charge (if applicable)	
Permitted Use	
Facility Hired within FSG HQ	
Equipment provided	
FSG Emergency Contact	
Any other information's or arrangements	

Signed on behalf of the 1st Fressingfield Scout Group:

.....

Date:

I as the Hirer have read and understood the Terms of Conditions for Hire of the Scout Group HQ and agree to be bound by such terms and conditions from the commencement of this agreement

Print Name:

.....

Signed on behalf of the Hirer:

.....

Date:

Registered charity number: 1181154

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Terms and Conditions for the Hire of the 1st Fressingfield Scout Group Headquarters

Scout Group HQ and facilities are generally available when not required by the Scout Group for the purposes of scouting provision. Use of these premises is subject to various conditions, regulations and charges.

1. Interpretation

- a) Hirer: person making the application for a letting who will be personally responsible for payment of all fees or other sums due to respect of the letting.
- b) FSG: means the 1st Fressingfield Scout Group

2. Term, effective date of Agreement

The term of this Agreement is as stated on the Agreement form.

3. **The Hirer** is considered to be the person signing the Agreement form. In signing this form the Hirer not only acknowledges receipt of the Terms and Conditions of hiring the Scout Group HQ but is also deemed to agree to ensure compliance of them.

In exceptional circumstances it may be necessary for FSG to cancel a booking, in which case the deposit will be returned. As much notice as possible will be given, generally not less than 7 days and where possible an alternative will be offered. FSG will accept no liability in respect of communications incurred by the user due to such cancellation

4. Use and Access

- a) FSG permits the Hirer to access and use of the facility on the agreement form on the times specified on the same form.
- b) FSG does not warrant that the facility is fit for the purpose of the hire.
- c) FSG retains the right to access the Scout HQ at all times during the Hire Period and the Hirer must comply with any reasonable instructions given by FSG volunteers.
- d) The Hirer is responsible for ensuring good order is kept on the premises and approaches thereto, immediately before, during and immediately after the agreed period use. FSG reserves the right:-
 - > To have a representative present at any function/hiring
 - > To inspect the proceedings at any time
 - > To put a stop of any entertainment or meeting that is considered not to be properly conducted or liable to cause offence



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- e) The facility within the Scout Group HQ hire remains in the FSG legal possession notwithstanding the Hirer's occupation during the Hire Period and such occupation shall not be deemed to constitute or create any lease or tenancy
- f) Entrance to the HQ will be via the Main Entrance (unless agreed otherwise), which will be opened at the agreed time. It will be the responsibility of the Hirer to ensure that the premises are secure during the time they are in use.
- g) The Hirer is responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or FSG equipment.
- h) Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of equipment.
- i) In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the FSG in a clean, tidy and satisfactory condition. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
- j) The Hirer must only use the area of the building they have hired and must observe any instructions given by the FSG concerning the area available. The Hirer is not entitled to use or enter the premises other than at the agreed times, unless prior arrangements have been made with the FSG.
- k) The toilets and showers are available to use.

5. Restrictions on Use

- a) The Hirer shall not use the Premises for any illegal purposes or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the FSG or any owner or occupier of neighbouring property.
- b) The Hirer shall not make any alterations or additions to the Premises, shall not affix any items to the Premises and no interference is to be made with FSG property/equipment or other parts of the building which do not form part of this hire agreement.
- c) If the hire agreement allows use of the kitchen, any leftover food and drink must be taken away from the FSG premises at the end of the hire period.
- d) Any storage space must be agreed with the FSG before using
- e) The use of FSG equipment must be agreed in advance of the letting
- f) Alcoholic Drinks - Express approval by the FSG is required if alcoholic drinks are to be sold or even consumed on the premises. The selling of alcohol requires a licence. It is the responsibility of the Hirer to obtain the licence and a copy must be provided for the FSG. Alcoholic drinks shall only be brought on the premises if they are directly provided by the hirer, or provided by the holder of a licence for the function for which approval has been given. Unconsumed liquor, bottles, bottle cases, glasses and similar must be removed from the premises immediately after the function has ended.
- g) Illegal drugs are not to be brought onto or consumed on the Premises
- h) No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas (The fire circle and BBQs may be used in the grounds, subject to the express approval of the FSG)
- i) Smoking, including vaping is not permitted anywhere in the FSG building or grounds
- j) No betting, gaming or gambling is allowed on the Premises



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- k) Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the premises
- l) The telephone is available for emergency use and Wi-Fi is available by agreement, the FSG reserve the right to charge for these services.
- m) No changes to fixture or fittings should be made to the property. No changes to fixture or fittings should be made to the fabric without prior approval.
- n) Appropriate footwear must be worn in the premises, no footwear must be worn that might risk damage or mark the floor.

6. Hire Fee and Deposit

- a) The Hire Fee per session and is payable in advance or in the case of a regular booking, payment will be required at the end of each term.
- b) The FSG reserves the right to require a deposit over and above the Hire Fee as a surety against damage to the Premises (including any equipment) or the Premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses.

7. Condition and Damage

- a) If hired the Hirer will keep the Scout HQ and grounds in a clean and tidy condition when in occupation. The premises must be left in the same condition as before the hire period. No food, rubbish or other belongings of the Hirer should be left on the Premises. Waste refuse sacks should be used and can be disposed of in the FSG refuse area. If additional cleaning is necessary, the Hirer will be charged accordingly.
- b) Any damage, destruction or theft that occurs during the hire period in or to the premises, to the building, equipment or FSG property will be the responsibility of the Hirer and the Hirer shall pay to the FSG the cost of making good any such damage. Any damages or breakages must be reported

8. Insurance & Indemnity

- a) The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised and has considered protection by personal accident insurance/employers liability for their staff or helpers.
- b) It is the responsibility of the Hirer to effect adequate public liability insurance and is required to provide a copy to the FSG .
- c) The FSG may at its discretion waive the requirement to hold public liability insurance where the Hirer is an individual or small informal group of individuals (not using the Premises for commercial or business purposes) and would find it difficult to obtain.
- d) The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions that there is no damage to the fabric of the building, furniture and fittings of any FSG equipment.
- e) The Hirer shall indemnify the FSG when signing the application & agreement forms against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the FSG or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer. The effect of this is that the Hirer will be liable to indemnify the FSG for any damage which is caused when the premises are being used for a function for which they are



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let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission

9. Loss

- a) The FSG does not accept liability for any loss, theft or damage to property brought onto the premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided or injury to any persons however caused.
- b) The FSG shall not be liable for any loss of damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, hindered or delayed by reason of any act of god, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown or plant or machinery, fire, flood, difficulty in obtaining workmen's materials or transport, electrical power failures or other circumstances whatsoever outside its control and which affect the provision by the FSG of access to or use of the Premises.

10. Assignment

- a) This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possession or occupation of the Premises.

11. Health and Safety

- a) The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation
- b) The Hirer should, as far as possible, have any accurate list of those present
- c) Any portable electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment) Lower voltage equipment must also be safe and in good condition.
- d) The Hirer cannot rely on the FSG risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the FSG.
- e) Hirers should acquaint themselves with the Fire and Safety Regulations and relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.
- f) **In the event of an incident, fire or near miss:**
 - > The Incident Report Forms will be made available to the Hirer, who in turn must ensure one is completed correctly and that an investigation is undertaken
 - > A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the FSG of any finds that may be relevant. FSG is not responsible for undertaking risk assessments for the Hirer's activities

In the event of a fire:

- > The Hirer will call the Fire Service (if FSG volunteers are not present and supporting the activity)

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- > All users will evacuate the building via the nearest fire exit and muster at the designated point (on the car park).
 - > Users must not enter the building until the 'all clear' has been given. The Fire Service will give this.
 - > Fire must be reported using the Trust Incident Report Form
- g) Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- h) The Hirer will immediately inform the FSG of any emergency, accident, injuries or serious incident that occurs during the Hire Period by telephoning the FSG Emergency Contact. The Hirer will be responsible for reporting any accident to the Health and Safety Executive.
- i) No combustible materials are to be used within the FSG, except with the express approval.
- j) The Hirer shall be deemed to be the nominated responsible person to be in charge of and upon the premises at all times during the period of the letting. The nominated responsible person must comply with the following conditions if appropriate to the letting, i.e. performance, functions:-
- Up to 100 persons – 2 stewards, one extra steward for each additional 50 persons part thereof

Such stewards shall be made fully aware of the positions and exits, operation of emergency lighting and fire lighting equipment and be able to give full assistance in evacuation of the premises in the case of any emergency. Such stewards should be readily identifiable to members of public in the event of such emergency

VAT

The Trust is unregistered for VAT and therefore is not charged on lettings.

12. Safeguarding and Child Protection

- a) Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the FSG upon request
- b) At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted to control the movement of the children as required by the Children's and Young Persons Act 1933

13. Licences

It is the Hirer's responsibility for ensuring that any necessary licences required for a particular event have been obtained.

The Hirer will indemnify the FSG against any action brought about by failure to obtain the necessary licences:- Theatre Licence, Copyright/Royalty licence, Performing Right Licences, Cinematography licence, Justices Licences, (i.e. alcohol), music, singing & dancing.

14. Car Parking

Subject to availability, these may be used by the Hirer and other adults involved in the letting

15. Cancellation

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a) By the Hirer:

Cancellations should be made in writing at least 24 hours before the proposed letting otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the FSG will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

b) By the Scout Group :

If the FSG finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The FSG will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

16. Advertising

- a) The Trust must approve of all advertising and posters concerning the use of the premises.