

# HQ HIRE TERMS AND CONDITIONS



Hirers are required to agree to all of the conditions laid out in this document before confirmation will be given for use of the premises. Submission of a signed booking form, deposit or payment for hire is deemed by RSG as acceptance of these conditions by the hirer.

## **Definitions**

Randwick Scout Group referred to as 'RSG' throughout this document.

The 'hirer' is the individual who signed the booking form.

The 'premises' is the RSG HQ building located at Townsend, Randwick, STROUD, GL5 4RY.

## **Terms of Hire**

### **General**

Hiring RSG HQ building entitles the hirer to the use of the main hall, kitchen, entrance hall, toilets, and grounds. It includes use of cutlery, crockery and cooking equipment in the HQ kitchen.

Access is only granted to the boiler room (opposite the kitchen, marked "Private") for use of the cleaning equipment, snow clearing equipment, and central heating controls located therein.

Access is only granted to the store room (through double-doors at the far end of the main hall) for use of the tables and chairs stored at the top of the stairs.

If hirers wish to use any other equipment in the store room (or elsewhere in the building) belonging to RSG, they should request to do so when the booking is made. Extra charges are likely to be levied.

### **Charges**

The charge for the hire of HQ is £10 per hour for weekday private use, £12 per hour for weekend private use and £15 per hour for commercial use. Setting up/putting away time will be included in the hire time.

For non-regular (one off) bookings, a deposit of £25 is required at the time of booking. This is returnable upon conclusion of the hire period, after a representative of RSG has checked that all conditions have been met.

All hire charges must be paid before the commencement of the booking and collection of the keys.

### **Cancellation**

RSG reserves the right to give notice that specific hire dates otherwise considered booked will not be available in order to accommodate scouting activities or other special requirements of other hirers from time to time. If so, reasonable notice will be given – except in emergency situations.

In the event that the hirer wishes to cancel their booking, then they should advise the bookings secretary as soon as possible; should cancellation occur within one month of the agreed hire date then the deposit taken at the time of booking will be non-returnable.

### **Keys**

Entry keys are for the use of the hirer only they must not be passed on nor copies made.

The hirer must be present during the agreed period of occupancy. Responsibility cannot be transferred to another person.

### **Health and Safety**

Smoking is forbidden inside the building and in the grounds.

### **Fire**

Make yourself aware of the location of the manual fire siren (located by the front door), fire exits (which are to be kept clear of obstruction), fire evacuation point (away from HQ in the grassy area), fire extinguishers and Carbon Monoxide (CO) detectors.

In the event of a fire, please call the fire brigade by dialling '999'. After the safe evacuation of the building, and once the emergency services have been called, please inform the RSG HQ Bookings Secretary, Thelma Harris, of the event on either 01453 765083 or 07800 527260.

### **Accidents**

The hirer must report all accidents involving injury to the public as soon as possible. An accident report form (to be found in the kitchen of the premises) must be completed and passed to RSG HQ Bookings Secretary or RSG executive member.

### **Adverse weather**

In extreme weather, activities/meetings at the HQ should be cancelled. In less severe weather, when snow or ice is lying on the ground, the hirer should clear a safe pathway between the main gate and the front door using the equipment and salt/grit provided.

### **Kitchen use**

RSG takes no responsibility for any adverse infections, illness, reactions or such like during the preparation, serving or consumption of any food products.

No animals are allowed into the kitchen.

## **Insurance and License cover**

### **Insurance Cover**

RSG holds Public Liability Insurance cover for itself. Users are required to take reasonable care to ensure no accidents occur within the site boundaries. Regular users of RSG HQ must hold their own public and personal liability insurance.

### **Damages**

The hirer will indemnify RSG for the cost of repair of any damage done to any part of the building or to any contents in or around the building, which may occur during the period of hire, as a result of the hiring, e.g. the hirer is responsible for breakages to any of the building's furniture. Breakages must be reported and you may be required to pay for repair or replacement items.

### **Music, Alcohol, Gambling, Film and TV**

RSG holds a licence to permit the playing of music on the HQ premises. Please be considerate and keep the volume to a reasonable level.

RSG does not hold licenses that permit the sale of alcohol, gambling, the public showing of films/video, nor the reception of a TV signal. For any of these activities, the hirer must provide evidence of their own license to RSG, before agreement can be given.

### **Personal Effects**

The hirer will be responsible for the security of personal effects brought onto the premises by themselves or their associates. The hirer should ensure, if they deem it appropriate, to have insurance in place to cover any such items brought onto the premises in terms of damage or loss thereof.

## **Dos and Don'ts**

### **Dos**

The hirer will be responsible for the supervision of the premises they have hired, including contents, and ensure that all persons using the building, whatever their capacity, do so in a safe and sensible manner to prevent the risk of any damage or injury of any sort to persons and/or buildings.

If required, the hirer will make their own risk assessment of the use of the premises.

All advertising of events to be held in the premises must be approved by RSG before being used.

### **Don'ts**

The hirer will not sublet or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger the same or invalidate any insurance policies in respect thereof.

The hirer will not make any alterations or additions to the premises. No fixtures are to be installed or taken away.

The hirer will not use, consume or combust any food, drink, or other temporary materials, e.g. fire wood, located in or around the HQ building.

The use of fireworks is prohibited.

No drugs will be brought onto the premises.

## **Finally**

### **Neighbours**

Please respect the neighbourhood and our neighbours.

Please be quiet on leaving the building.

**End of hire period**

Before leaving the premises, the hirer will ensure:

- All doors and windows are locked.
- Everything is left in a clean and tidy condition.
- All chairs and tables are put away.
- Any cutlery and crockery used has been washed up, dried and put away.
- All rubbish has been taken off the premises (there is no on-site collection). Please dispose of it responsibly.
- All lights, taps and appliances have been turned off.
- All toilets have been flushed.
- The entrance gates adjoining the road have been shut.

If the premises have been occupied for longer than the agreed hire period, then an additional payment will be required.

The keys will be returned to the RSG Executive Secretary, RSG Bookings Secretary, or from whoever they were obtained.

The return of the deposit made at the time of booking will only take place when a representative of RSG has checked that all the above mentioned conditions have been met. If they have not, some or all of the deposit will be withheld. Additional payments to cover breakages and/or other damage to the premises or its fixtures will be required.