

HQ HIRE

TERMS AND CONDITIONS



Hirers are required to agree to the conditions laid out in this document before hiring the premises. Submission of a signed booking form or payment of hire fees or a deposit is deemed by RSG as acceptance of these conditions by the hirer.

1. Key points

The hire charges are as shown on our website. Setting up and putting away time is included in the hire time. All charges must be paid before the start of the booking.

A deposit of £25 is required at the time of booking.

Hiring permits use of the main hall, kitchen, entrance hall, toilets and grounds. No access to the Scout equipment store is permitted.

You may use our cutlery, crockery and kitchen equipment and tables and chairs.

You are responsible for the safety of your event – think about risks and ensure the children and equipment is well supervised.

The hirer must take good care of the premises and equipment and is responsible for any damage.

At the end of the hire remember to:

- Lock all doors and windows.
- Leave everything clean and tidy condition.
- Put away all chairs and tables.
- Take away all your rubbish.
- Turn off lights, taps and appliances.
- Close and fasten the gates.
- Return the keys!

Please be considerate to our neighbours at all times.

2. Terms and conditions

2.1. Definitions

2.1.1 **RSG** means Randwick Scout Group, a registered charity number 302122. **We, us** and **our** refer to and include RSG and its trustees, employees, volunteers and agents.

2.1.2 The **Premises** means the RSG HQ building and grounds located at Townsend, Randwick, STROUD, GL5 4RY.

2.1.3 The **bookings secretary** means the person appointed by RSG to manage premises bookings on its behalf. The contact details of the bookings secretary are available on the RSG website (<https://randwickscouts.org.uk/>) and the booking form.

2.1.4 The **Hirer** is the person who has signed the booking form. **You** and **your** refer to and include (as appropriate) members of hirer's organisation's management committee, employees, volunteers, agents and invitees.

2.2. General

2.2.1 In consideration of the hire fee described below, we agree to permit you to use the premises for the purpose and the times described in the Booking Form.

2.2.2 The hirer must be a person of at least 18 years age.

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

2.2.4 You must not sublet the premises.

2.2.5 You are responsible for the supervision of the premises, including contents, and must ensure that all persons using the premises, 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.

2.2.6 You must not use or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way.

2.2.7 You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with all relevant legislation.

2.2.8 You must ensure that any equipment you use is suitable and supervised by fit and proper persons.

2.2.9 You must not use the premises for any activity incompatible with Scouting values or which may adversely affect our reputation. You must not represent your activity as being a Scouting activity or endorsed or approved by us.

2.2.10 All advertising of events to be held in the premises must be approved by us in writing before publication or installation.

2.3. Premises and equipment

2.3.1 Hiring the premises permits the hirer to use main hall, kitchen, entrance hall, toilets, and grounds.

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

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

2.3.4 Access to the garage (through the double-doors at the far end of the main hall and down the stairs) is strictly forbidden.

2.3.5 You may use the use of cutlery, crockery and cooking equipment stored in the kitchen.

2.3.6 Use of other areas or equipment located in the premises or grounds is not permitted without prior written agreement of RSG. Additional charges may be levied.

2.3.7 You must not use, consume or combust any food, drink, or other supplies or materials, e.g. fire wood, located in or around the premises.

2.3.8 You must report and pay for all damage (including accidental damaged) to the premises or to the fixtures, fittings, or contents and for loss of contents.

2.3.9 You must not make any alterations or additions to the premises and no fixtures or fittings are to be installed or taken away.

2.3.10 The hirer must remove all their equipment at the end of each hiring. We may charge hiring fees for the premises until the equipment is removed. We may remove and dispose by sale or otherwise of any equipment not removed and charge you any costs we occur.

2.3.11 Any failure of equipment belonging to RSG must be notified to the booking secretary as soon as possible.

2.4. Charges

2.4.1 The charges for the hire of HQ are shown our website.

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

2.4.3 Setting up and putting away time is included in the hire time.

2.4.4 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 the premises and that all hire conditions have been met.

2.4.5 Failure to follow the conditions of hire may results in some or all of your deposit being withheld.

2.5. Cancellation

2.5.1 If the hirer wishes to cancel their booking, then they should advise the bookings secretary as soon as possible. For cancellations within one month of the start date of the hire the deposit taken at the time of booking will be non-returnable.

2.5.2 We reserve the right to cancel a booking in exceptional circumstances, even if previously confirmed, to accommodate Scouting activities (in accordance with our charitable purpose) or for any other reason (such as the premises being required for use as a Polling Station, legal restrictions, or emergency or unplanned repairs). If it is necessary to cancel a booking we will give reasonable notice (except in emergency situations). In the event of such a cancellation we will refund all monies paid by you to us.

2.5.3 We may cancel the booking or hire at any time if any of the conditions of hire are breached or we reasonably consider they are likely to be breached. In such cases no monies paid will be refundable.

2.5.4 If we cancel a booking or hire we will not be liable to make any payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such cancellation.

2.6. Health and Safety

2.6.1 You must make your own risk assessment of the use of the premises for your activity.

2.6.2 You must comply with all conditions and regulations made in respect of the premises by the government authorities and our fire and other risk assessments and health and safety policies.

2.6.3 Smoking and vaping are forbidden inside the building and in the grounds.

2.6.4 Illegal drugs must not be brought onto the premises.

2.6.5 You must make yourself and all using the premises 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 grass area) and fire extinguishers.

2.6.6 In the event of a fire, you must 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 bookings secretary, Thelma Harris, of the event on either 01453 765083 or 07800 527260.

2.6.7 The hirer must report all accidents involving injury to the public as soon as possible. An accident report form (found in the kitchen of the premises) must be completed and passed to the bookings secretary or RSG trustee.

2.6.8 You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. We takes no responsibility for any adverse infections, illness, reactions or such like during the preparation, serving or consumption of any food products.

2.6.9 No animals are allowed into the kitchen.

2.6.10 You must ensure that any electrical appliances brought by you to the premises and used are safe, in good working order and used in a safe manner.

2.6.11 In extreme weather, activities at the premises should be cancelled. If snowy or icy, the hirer should clear and maintain a safe pathway between the gate and the front door.

2.6.12 Highly flammable substances and fireworks must not be brought on to or used on the premises.

2.7. Insurance, indemnity and licences

2.7.1 You are liable for and indemnify us against:

- a. Costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises and contents
- b. The cost of repair of any damage (accidental and malicious) done to any part of the premises and contents
- c. All claims, losses, damages, and costs made against or incurred by us, our employees, volunteers, agents, or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises
- d. All claims, losses, damages, and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises.

2.7.2 You must hold adequate insurance to insure such liabilities and on demand must produce the policy and current receipt or other evidence of cover.

2.7.3 RSG holds Public Liability Insurance cover for itself. Users are required to take reasonable care to ensure no accidents occur at the premises.

2.7.4 You must not do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises.

2.7.5 You are responsible for the security of personal effects brought onto the premises by yourselves or your associates. The hirer should, if they deem it appropriate, have insurance in place to cover any such items brought onto the premises in terms of damage or loss thereof.

2.7.6 You are responsible for ensuring that licences required for your activity are in place and licence conditions are observed.

2.7.7 We hold a licence to permit the playing of music on the premises for private functions. Please be considerate and keep the volume to a reasonable level. You must obtain our written permission prior to the performance of live music.

2.7.8 We do not hold a licence for the showing of films. If you show a film, you must ensure that you have the appropriate licences. You must obtain our written permission prior to showing of a film. You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

2.7.9 We do not hold a TV licence for the premises.

2.7.10 We do not hold a licence for the sale of alcohol on the premises.

2.7.11 Gambling (including lotteries and bingo) is only permitted with our prior written permission and in all cases only in accordance with Scouting values.

2.8. Additional items

2.8.1 Please respect the neighbourhood and our neighbours at all times, particularly when entering or leaving the building at night.

2.8.2 At the end of the hire, before leaving the premises, the hirer must 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 is washed up, dried and put away.
- All rubbish is taken off the premises (there is no on-site collection) and disposed of responsibly.
- All lights, taps and appliances are turned off.
- All toilets have been flushed.
- The entrance gates adjoining the road are shut and fastened.

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

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

2.8.5 The keys must be returned to the RSG bookings secretary or from whoever they were obtained.

2.8.6 RSG reserves the right of free admission during the hire period to observe compliance with these terms and conditions.

2.8.7 Any complaints concerning the premises must be made, as soon as possible, in writing to the booking secretary or a RSG trustee.

2.8.8 The hirer must fully cooperate with RSG, its insurers or agents, in investigation of any incident or alleged incident related to the hire of the premises.

2.8.9 This agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.