

STROUD VALLEY SCOUT GROUP HQ, Chapel Street, Stroud, GL5 1DU
TERMS & CONDITIONS OF USAGE –
UPDATED September 2019

Thank you for hiring Stroud Valley Scout Group HQ. In order for us to keep the venue well maintained for all our groups, please note and respect the terms of use given below. Thank you.

Please remember at all times that these buildings and grounds belong to the Scout Association and that Scouting is the designated use of the property.

Specifically, hiring Stroud Valley Scout Group HQ building entitles the hirer to the use of the main hall, kitchen, small hall, toilets, and grounds. It also includes use of cutlery, crockery and cooking equipment in the HQ kitchen. If hirers wish to use or store equipment elsewhere in the building, they should request to do so when the booking is made. Extra charges are likely to be levied.

The grounds that the buildings occupy are subject to a preservation order. Please do not allow anyone to climb the trees. Please do not permit anyone to run up and down the banks, this rips the grass out and creates growth problems.

Terms of Hire

Charges

The charge for the hire of HQ is £10 per hour or £80 per day (8 hours or more). A reduced fee is payable for regular weekly bookings and this will be agreed at the time of booking. **Setting up/putting away time must be included in the hire time.** Anyone found to have used the venue outside their allotted time will be asked to pay an additional £10 per hour.

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

Cancellation

Stroud Valley Scout Group 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.

If the hirer wishes to cancel their booking they must give **one weeks notice**. If this notice is not given, then 50% of the booking fee will be forfeited.

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.

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 Stroud Valley Scout Group as acceptance of these conditions by the hirer.

Health and Safety

The person designated on the booking form as the hirer, will be the Responsible Person for any health and safety matters during the time that the individual / group is hiring the HQ. **If an incident occurs that necessitates the calling of any of the emergency services, then you must notify the HQ Responsible Person on 07548 262413 as soon as possible.**

SMOKING IS FORBIDDEN IN OR AROUND THE HQ BUILDING

Fire

Make yourself aware of the location of the smoke detectors, fire exits (which are to be kept clear of obstruction), fire evacuation point (on hard standing at front of building) and fire extinguishers.

In the event of a fire, please call the national number '999'. After the safe evacuation of the building, and once the emergency services have been called, please contact the following number 07548 262413 informing the HQ Responsible Person of the event.

Accidents

The hirer must report all accidents involving injury to the public as soon as possible. An accident book (to be found in the kitchen of the premises) must be completed and passed to the Bookings Secretary when you return your key or as soon as possible for regular hirers. A First Aid kit is located in the kitchen.

Animals

Dogs are not permitted in the grounds or buildings unless permission has been sought from the Bookings Secretary.

Heating

The HQ is fitted with ceiling mounted electric heaters which can be managed using the control panel next to the cleaning cupboard in the main hall. Use of portable electric heaters is not advised. However, if these heaters are used, please ensure that they are kept away from any combustible materials.

Kitchen Use

Stroud Valley Scout Group takes no responsibility for any adverse infections, illness, reactions or such like during the preparation, serving or consumption of any food products. No animals will be allowed into the kitchen. Children should not be allowed in the kitchen unless closely supervised by adults.

Insurance and License cover

Insurance Cover

Stroud Valley Scout Group 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 Stroud Valley Scout Group HQ must hold their own public and personal liability insurance.

Damages

The hirer will indemnify Stroud Valley Scout Group 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

Stroud Valley Scout Group does not hold a licence to permit the playing of music on the HQ premises or to 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 Stroud Valley Scout Group, before agreement can be given.

Personal Effects and Use of Electrical Equipment

The hirer will be responsible for the security of personal effects brought onto the premises by themselves or their associates. The hirer will require insurance in place to cover such losses.

We do not recommend that the hirer brings on to the site any electrical equipment, but if this is required then it is the hirer's responsibility to ensure that this equipment has been PAT tested and the hirer takes all responsibility for the use of said equipment.

Dos and Don'ts

Dos

The hirer will be responsible for the supervision of the premises they have hired, the contents, their care, health and safety from damage, change or injury of any sort and the behaviour of all persons using the building whatever their capacity.

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 premise must be approved by Stroud Valley Scout Group 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, unless they have brought those items onto the premises themselves.

The use of fireworks is prohibited.

No drugs will be brought onto the premises.

Neighbours

Please respect the neighbourhood and our neighbours. Please be quiet on leaving the building. Please do not park in the entrance way, blocking our neighbour's drive or the path.

End of hire period

Before leaving the premises, the hirer will ensure:

- 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.
- The kitchen is completely clean and tidy, and work surfaces are clear.
- All rubbish has put in the rubbish or recycling bins outside the hall. Do not leave rubbish in the internal bins.
- All lights, taps and appliances have been turned off.
- All toilets have been flushed and are clean.
- All shutters are in place over the windows.
- All exterior doors are secured and the alarm has been set.
- The entrance gates have been locked.

If the premises have been occupied for longer than the agreed hire period, then an additional payment will be required, which will be equivalent to one full hour of hire or multiples thereof.

The keys will be returned to from whoever they were obtained.
Thank you. Stroud Valley Scout Group Committee