



# 4<sup>th</sup> Salisbury Harnham Scouts Group

## Hall Hire Terms and Conditions

The Harnham Scout Hall is a purpose-built facility and is home to thriving Beaver, Cub and Scout groups. This page confirms the Hall Hire Terms and Conditions and must be accepted for a booking. If anything is unclear, please contact us for more information before requesting a booking.

The hall is reserved for use by the three sections of the group in the early evenings on at least two days of the week but at other times is available for hire for occasional or regular bookings by private individuals for birthday parties and other events; community groups; clubs; social and leisure organisations; and commercial organisations for the purposes of meetings/training etc.

The 4<sup>th</sup> Salisbury Harnham Group welcomes users of its premises and facilities, both in helping with the costs of upkeep of the building and as a practical way of supporting local community.

**\*A/c Name: 4th Salisbury (Harnham) Scout Group**

**Reference: You will need to add a reference for the Treasurer, your Childs Surname and Section eg Smith/Scouts is preferred or Booking date/reference.**

**A/C No: 00308814**

**Sort Code: 30 97 41**

### Hall and facilities

The building's facilities can be hired between 8am and 10pm and include;

- Large hall (maximum capacity 45 seated, or up to 80 standing only)
  - Hall size approximately: 12m x 7m (40ft x 23ft)
  - Height (8')
- Kitchen with appliances and small items – crockery, cutlery etc
- Toilets and separate disabled facilities
- Folding Tables (14)
- Stacking chairs (approx. 45)
- External green area e.g. for agreed outdoor activities/bouncy castles etc

- First aid box
- Car Parking directly alongside the Scout Hall – not the Harnham Parish Hall.
- There is also a Salisbury Reds Bus stop across the road with direct access to the Town Centre.

### Contract

These Conditions, together with the Booking Form completed by you, form the agreement regarding dates and times of bookings, and apply from the first date shown until a new agreement re-submitted following the AGM meetings, where amendments to this policy may be agreed.

In consideration of the provision of hire, you agree;

- To pay the **4th Salisbury (Harnham) Scout Group** \*, the agreed appropriate rate of hire for the booked period (including any time needed to set up or put away in addition to the activity time) within 21 days of the invoice date.
- To pay for any use of the premises (including setting up / clearing away) beyond the booked period, (minimum extra charge 1 hour).

### Decision to let to hirers

Hirers must provide information about planned activities within the hall at the time of booking as laid out in the booking form. The Executive Committee of the **4th Salisbury (Harnham) 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 lettings policy. PLEASE NOTE WE CANNOT ACCEPT BOOKINGS MORE THAN 6 MONTHS IN ADVANCE.

The premises will not be hired to any individual, group or organisation that does not subscribe and adhere to the **4th Salisbury (Harnham) Scout Group's** commitment to the promotion of equal opportunities. The **4th Salisbury (Harnham) Scout Group** reserves the right to refuse a booking.

### Letting terms

When hirers are using the premises, the **4th Salisbury (Harnham) Scout Group** expressly forbids (anywhere on the Scout premises inside and out):

- Any illegal activity
- Its use for political campaigning or the promotion of extremism
- Smoking
- Drug taking
- Gambling\*
- The sale of alcohol\*
- The use of any electrical equipment that is not in safe, good working order (must be approved PAT tested)
- Bringing animals or birds on to the premises without express permission of the **4th Salisbury (Harnham) Scout Group**, except for assistance animals. No animals are allowed in the kitchen at any time.
- Naked flames within the building; fireworks

- Oversized bouncy castles/ party equipment\*
- Access to Scout storage room & ceiling space – do not touch tiles

*\*Permission, risk assessments and licences required for extenuating circumstances*

As a hall hirer you must ensure that you:

- Are over the age of 18
- 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 supervise the, activities on the premises for the duration of the letting.
- Respect our neighbours by keeping noise to a minimum, especially after 9.30pm 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, understanding and insurance cover are in place.
- Agree to record any accidents in the incident log book within the First Aid kit
- 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 does not exceed 5 hours per week, in line with the 4TH SALISBURY (HARNHAM) SCOUT GROUP's commitment to keeping the hall open for community use.
- Agree to leave the premises as you found them.

The 4TH SALISBURY (HARNHAM) SCOUT GROUP agree to provide the hirer with agreed facilities for the specified time, and;

- A key for the duration of hire
- Fire evacuation procedures, location of emergency exits and extinguishers.
- An emergency contact name and number

**4TH SALISBURY (HARNHAM) SCOUT GROUP accepts no liability for any loss or damages to people or property brought on to the premises or for any consequential loss.**

### Regular Hirer's

Regular Hirers book with the understanding that Scout Activities and hall use have priority and that bookings can be cancelled or altered at the last minute. The 4TH SALISBURY (HARNHAM) SCOUT GROUP cannot accept bookings more than 6 months in advance.

You agree to pay a Refundable deposit to cover rubbish clearance, minor damage and/or breakages/losses:

- Block Bookers to pay four sessions in advance (Minimum).

## Storage

Storage space is a premium. As a Scout hut storage of Scout group equipment and resources are a priority. Storage also reduces the amount of hireable usable space. Where we are able to provide storage for some hirers it is at their own risk and the equipment needs to meet out PAT testing and regulations. The 4TH SALISBURY (HARNHAM) SCOUT GROUP's insurance does not cover the cost of non-scout equipment. A risk assessment must be completed by the hirer for this storage/equipment before it can be considered.

## Charges

The charges for the hire of the hall are as follows:

- **Social gatherings (one-off day hire – weekends/ school holidays) £50 ; (Scout group members £30)**
- **Brownies/Guides £15 per session**
- **Regular group bookings – independent rates – based on individual agreement/contract**

Charges and the lettings policy will be reviewed on an annual basis and hirers will be given at least six weeks' notice of any changes in fees or conditions.

You agree to pay a Refundable deposit to cover rubbish clearance, minor damage and/or breakages/losses:

- £30 per booking for occasional hirers.
- Block Bookers to pay four sessions in advance (Minimum).

## Damages

As a hall hirer you must:

- Take responsibility for the cost of any damage to the hall, premises or equipment.
- Give access to the 4TH SALISBURY (HARNHAM) SCOUT GROUP to all parts of the building during the lettings if necessary, to check you are acting in a responsible and safe manner and complying with 4TH SALISBURY (HARNHAM) SCOUT GROUP's policies.
- Report accidental breakages and any damage at the earliest opportunity to the 4TH SALISBURY (HARNHAM) SCOUT GROUP's emergency contact or hall hire secretary. Failure to do this may result in your deposit being retained, or the cancellation of future block bookings.

## Cleaning/security

The facilities should be left in a clean and tidy state, with all equipment cleaned and returned to its appropriate storage place. All doors and windows should be closed and locked.

Keys should be returned on time in accordance with instructions. In the event that keys are lost, the hirer must alert the hall hire secretary immediately and will be responsible for the cost of replacing keys or, if deemed necessary by the 4TH SALISBURY (HARNHAM) SCOUT GROUP, replacing locks and cutting additional sets of keys to the premises to ensure security.

The duplication of keys to the premises 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 4TH SALISBURY (HARNHAM) SCOUT GROUP reserves the right to cancel further bookings with immediate effect.

### Cancellations and complaints

The 4TH SALISBURY (HARNHAM) SCOUT GROUP has the right to cancel any booking with immediate effect where the hirer is in breach of the bookings policy, or for reasons outside of their control.

The booking may be cancelled by either party, in writing with 7 days' notice. Email notification to the administrator via [harnhamscouthall@gmail.com](mailto:harnhamscouthall@gmail.com) e-mail address is recommended. All bookings cancelled with less than 7 days' notice are fully chargeable.

If after booking, the premises are subsequently deemed unsuitable for its purpose by the hirer the 4TH SALISBURY (HARNHAM) SCOUT GROUP accepts no liability or responsibility for losses.

If a hirer has a complaint this should be raised with the hall hire secretary in the first instance. If the 4TH SALISBURY (HARNHAM) SCOUT GROUP has a complaint about the hirer, this will be raised with the named contact for the hirer in the first instance. If a complaint is not resolved, it will be escalated to the 4TH SALISBURY (HARNHAM) SCOUT GROUP Executive Committee to decide the appropriate action.

### RIGHT TO REFUSE DUE TO FORCES BEYOND OUR CONTROL & SCOUT ACTIVITIES

The 4TH SALISBURY (HARNHAM) SCOUT GROUP has the right to cancel any booking with immediate effect where the hall can not be used safely due to 'forces of nature' (eg flooding, power outage, access issues) or the Scouts require the hall for equipment management. The main priority of the Scout Hall is for the use of the Harnham Scouts.