

### Hiring the Scout Hut – Terms and Conditions

1. A 11<sup>th</sup> Nuneaton Scout Group representative will open and close the building for you, by arrangement.
2. The representative will show you around the building, including fire exits, fire assembly point, toilets, kitchen, the location of cleaning materials and any out of bounds areas.
3. The hirer is required to ensure the premises are left in the same condition as they are found.
4. Please operate within your booking times, to ensure our representative opening or closing up for you are not delayed.
5. The hirer must have read our Building Fire Risk Management Plan (how to sound the alarm, where to assemble, how to contact the emergency services). It is up to the hirer to relay all relevant information to all other uses of the building.
6. Care must be taken when bring cars up the drive – it is narrow and also used by sports teams and allotment owners, particularly at weekends. Do not block any gates along the drive.
7. The upstairs meeting room, and any areas behind gates outside (eg the gas cage, the fire lighting area and behind either building) are out of bounds.
8. Do not block any fire exits.
9. Scout equipment in either of the Store Rooms is not to be used unless by prior arrangement. Admittance is provided for the access of tables and chairs only.
10. Do not adjust any heating settings, other than the 1hr override button.
11. Due to the sports hall nature of the main hall floor, please do not wear stiletto style high heels (or similar) as this can damage the flooring.
12. No adhesive tape or blu-tac (or similar) is to be used anywhere in the building.
13. Only up to date PAT tested electricals to be used.
14. Only soft balls to be used in the main hall. No ball games are allowed in the smaller hall.
15. No smoking throughout the building, or outside areas.
16. Please consider our neighbours, particularly when playing music. No music to be played outside.
17. Tables and Chairs are for indoor use only. (Outdoor tables/chairs can be provided by prior arrangement).
18. Permission must be sought from the Scout Group before any items which could potentially damage the lawn are used. This includes inflatables and BBQs.
19. The kitchen is stocked with cutlery, plates, bowls and mugs, as well as pans/oven trays etc. Please let us know if you intend to use the cooking facilities so we can ensure you have everything you need.
20. The plates, bowls, mugs and cutlery must not be used in the microwaves.
21. Please don't waste the hot water, as the supply is limited and takes a while to refill.
22. All waste MUST be removed from site. We have NO refuse collection services, nor recycling facilities.
23. At the end of your hire, please ensure the following tasks have been completed:
  - a) Ensure all tables are wiped cleaned.
  - b) Replace tables and chairs back onto their trolleys and back into their cupboards, fastened securely.
  - c) Sweep, mop or vacuum (as appropriate) all floors, especially in the event of any spillages or dirty marks.
  - d) Ensure kitchen is left clean and tidy. Unplug the fridge and leave door slightly ajar.
  - e) Do not leave any food or drink in the building.