

## 1. Building and Facilities

- 1.1. The hirer has use of the following rooms and areas:
  - Main hall (20x10m) which can seat up to 80 people.
  - Small room (5x5m) which can seat up to 40 people.
  - Toilets: female, male and disabled.
  - Kitchen including use of fridge, dual oven, hob, 2 sinks, microwave, cooking equipment and 50 sets of crockery/cutlery.
  - Small grassed outdoor area.
- 1.2. The upstairs meeting room, storage building, fire lighting area and areas behind both buildings remain out of bounds.
- 1.3. The building has a maximum capacity of 250 people. The main hall has a maximum capacity of 120 people at any one time.
- 1.4. Car parking is available with access via Higham Lane for up to a maximum of 10 vehicles. Cars must be parked so that a fire engine can enter, turn and exit the premises safely.
- 1.5. Additional car parking is available at Ambleside Sports and Social Club by prior agreement with the club only.
- 1.6. Access to store rooms is provided solely for access to tables (8 folding tables) and chairs (80 folding chairs) for indoor use only.
- 1.7. Footwear that may damage the flooring such as high heels, studs, hard soled shoes or similar must not be worn; the building has a cushioned sports floor which can be easily damaged.
- 1.8. Hirers must not use any other equipment belonging to the Scout Group including balls, games, stationery and other materials.
- 1.9. Use of barbeques, large outdoor equipment (including inflatables) or similar must be approved by the Scout Group prior to use.
- 1.10. Our neighbour's peace and privacy should be respected. Noise, including music, must be kept to an absolute minimum from 22:00.
- 1.11. All waste must be removed from the site. The building has no refuse collection service.

## 2. Charges

- 2.1 Booking requests should be made at least 2 weeks prior to hire date using the online booking form and are not confirmed until a written response is made by the Scout Group.
- 2.2 The charges for building hire are as follows:
  - £20 per hour
  - £50 for half day (09:00-13:00, 13:00-17:00,17:00-22:00 or similar)
  - £100 for a full day
  - £150 for overnight
  - £250 for a weekend (Friday evening until Sunday)
- 2.3 Each private booking must provide a £50 bond which is refunded upon completion and following of the hire terms & conditions. Any damages or cleaning costs will be taken from this amount.
- 2.4 Damage to the building or equipment costing more than £50 are be payable by the hirer. The bond will not be returned.
- 2.5 Any breach of terms & conditions will result in the bond of £50 not being returned.
- 2.6 A 50% deposit is payable within 2 weeks of booking confirmation. The full amount including bond must be paid prior to the booking date by cash, cheque made payable to "11th Nuneaton (Weddington) Scout Group", or BACS transfer (details upon request).

## 3. Letting Terms

- 3.1 11<sup>th</sup> Nuneaton (Weddington) Scout Group expressly forbids:
  - Any illegal activity
  - Political campaigning or promotion of extremism
  - Smoking including e-cigarettes or similar
  - Illicit drug use
  - Gambling
  - Sexual activity
  - Sale or supply of alcohol.
- 3.2 Hirers must abide to The Scout Association's Equal Opportunities Policy, namely by not excluding any person(s) because of gender, ethnicity, nationality, race, religion, sexual orientation, marital or civil partnership status, disability (physical or mental), political belief or pregnancy.
- 3.3 The named hirer should be at least 18 years old and takes responsibility for all other person(s) present during the agreed hire period.
- 3.4 Animals or birds, except service animals, should not enter the building unless by prior agreement.
- 3.5 No naked flames should be ignited within the building, with the exception of celebratory candles.

Reviewed Leaders Meeting 27<sup>th</sup> June 2023.

Registered Charity No 503394

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- 3.6 All electrical equipment must have an up to date PAT (portable appliance testing) certificate before use within the building.
- 3.7 The building and its contents must be returned in the same condition as found. Any loss or damage to building or contents must be reported to the Group immediately and the hirer accepts all responsibility, including accidental damage.
- 3.8 Any incidents within the building including the provision of first aid must be recorded and reported to the Group.
- 3.9 The Group accepts no responsibility for loss or damage to people or property brought onto site, or for any consequential loss.
- 3.10 Hirers must occupy the premises only within the agreed hire period.
- 3.11 Hirers must read and adhere to the advice in the information pack provided and read and follow the building fire risk management plan.

#### **4. Cancellations and Complaints**

- 4.1 Cancellations made by either party must be submitted in writing. Deposits will not be returned for cancellations made within 2 weeks of hire date.
- 4.2 If after booking, the premises are deemed unsuitable by the hirer for their intended purpose, the Group accepts no liability or responsibility for losses.
- 4.3 The Scout Group has the right to cancel any booking with immediate effect where the hirer is in breach with terms and conditions or for reasons beyond their control.
- 4.4 If a hirer has a complaint, this should be raised in the first instance with the Group member responsible for providing access to the building.
- 4.5 Unresolved complaints will be escalated to 11th Nuneaton (Weddington) Scout Group's Trustee Board for appropriate action.

#### **5. Group Commitment**

- 5.1 The building and premises will be clean and tidy prior to use.
- 5.2 The Scout Group will ensure adequate public liability insurance is in place. A copy of this will be provided if requested.