

Hall Hire Policy

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Next Review: September 2022

The 105th Sheffield Scout Group Headquarters building is purpose built facility to support the delivery of Scouting to young people in North Sheffield. This policy 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 105th Sheffield Scout Group at our sections usual meeting times, 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.

105th Sheffield Scout 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 the local community.

Hall and facilities

The building's facilities include:

- Large Hall (maximum capacity 75 seated, or up to 100 standing only)
- Modern toilets with disabled facilities
- Tables & chairs
- External grassed Garden area
- Car Parking for approximately 8 cars

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 is re-submitted.

In consideration of the provision of hire, you agree:

- To pay 105th Sheffield (High Green) 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).
- To pay for any use of the premises (including setting up / clearing away) beyond the booked period.

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 105th Sheffield (High Green) 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.

The premises will not be hired to any individual, group or organisation that does not subscribe and adhere to 105th Sheffield (High Green) Scout Group's commitment to the promotion of equal opportunities. 105th Sheffield (High Green) Scout Group reserves the right to refuse a booking.

Letting terms

When hirers are using the premises, 105th Sheffield (High Green) Scout Group expressly forbids:

- 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
- Bringing animals or birds on to the premises without express permission of 105th Sheffield (High Green) Scout Group, except for assistance animals.
- Naked flames within the building

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
- 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 where required
- Agree to leave the premises as you found them.
- Obtain any necessary license in connection with copyright. The hirer shall indemnify the owner of the premises against any infringement of copyright that may occur during hiring.
- Are responsible that good order is kept on the premises during the hiring. The hirer will also ensure that those leaving the premises during or following the hiring do so in an orderly manner and in such a way as not to cause nuisance or annoyance to others.

105th Sheffield (High Green) Scout Group agree to provide the hirer with agreed facilities for the specified time, and:

- A key & security alarm code for the duration of hire (not applicable to all hires)
- Fire evacuation procedures, location of emergency exits and extinguishers
- An emergency contact name and number
- 105th Sheffield (High Green) Scout Group accepts no liability for any loss or damages to people or property brought on to the premises or for any consequential loss

Charges

The charges for the hire of the hall will be confirmed in writing by 105th Sheffield (High Green) Scout Group, and be recorded on the hall hire booking form.

The amount charged will be liable to review at any time by 105th Sheffield (High Green) Scout Group, and 105th Sheffield (High Green) Scout Group will give a minimum of 14 days notice to increase the hire rate for regular bookings.

A deposit may be required, which will be confirmed by 105th Sheffield (High Green) Scout Group, and recorded on the hall hire booking form.

As a hall hirer you must:

- Take responsibility for the cost of any damage to the hall, premises or equipment.
- Give access to 105th Sheffield (High Green) 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 105th Sheffield (High Green) Scout Group policies.
- Report accidental breakages and any damage at the earliest opportunity to 105th Sheffield (High Green) Scout Group's 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 (where applicable). 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 105th Sheffield (High Green) 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, 105th Sheffield (High Green) Scout Group reserves the right to cancel further bookings with immediate effect.

Cancellations and complaints

105th Sheffield (High Green) 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 ideally at least 7 days' notice. Email notification to the hall hire secretary is recommended. All bookings cancelled with less than 7 days' notice may be fully chargeable, at the discretion of 105th Sheffield (High Green) Scout Group.

If after booking, the premises are subsequently deemed unsuitable for its purpose by the hirer 105th Sheffield (High Green) 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 105th Sheffield (High Green) Scout Group has a complaint about the hirer, this will be raised with the named contact for the hirer in the first instance.

Hall Hire Booking Form

| Details of the Hirer | | | |
|----------------------|--|----------------|--|
| First Name(s): | | Surname: | |
| Address: | | Postcode: | |
| Contact Number: | | Email Address: | |

If booking on behalf of an organisation please state:

| | |
|---------------|----------------|
| Organisation: | Your Position: |
|---------------|----------------|

| I hereby apply for the hire of 105 th Sheffield Scout Groups Headquarters as follows: | | | |
|--|--|----------|--|
| Date from: | | Date to: | |
| Time from: | | Time to: | |
| For the purpose of: | | | |

| Other notes, or letting terms in addition to the standard letting contract: |
|---|
| |

I hereby agree to pay the sum of £_____ for the hire together with a deposit of £_____ which will be returned provided that the Centre has been left in a satisfactory condition.

I agree to observe and perform all the conditions set out overleaf. If the hiring is on behalf of the above organisation, I confirm that I have the authority to bind them by signing this application.

| Hirer | |
|--------------|--|
| Name (Print) | |
| Signature | |
| Position | |
| Date | |

| 105 th Sheffield Scout Group | |
|---|--|
| Name (Print) | |
| Signature | |
| Position | |
| Date | |

Please return completed form to the hall hire booking secretary.