Hall Booking Policy

105th Sheffield (High Green) Scout Group

Version: 2.0
Issued: April 2024
Last Review: June 2026

The 105th Sheffield (High Green) Scout Group Headquarters building is a purpose-built facility to support the delivery of Scouting to young people in North Sheffield. This policy details the Hall Booking Terms and Conditions and must be accepted for a booking. If anything is unclear, please contact Bookings Secretary at the email address below.

The premises is reserved for use by 105th Sheffield (High Green) Scout Group during our sections usual meeting times, but at other times is available free of charge for occasional or regular bookings by private individuals for birthday parties and other events, community groups, clubs, social and leisure organisations for the purposes of meetings/training etc.

105th Sheffield (High Green) Scout Group welcomes users of its premises and facilities as a practical way of supporting the local community.

All enquiries and bookings are managed by our Bookings Secretary, who can be contacted at hallbookings@105highgreen.co.uk

Hall and Facilities

The hall and facilities include:

- Large hall (circa 150m2), which can be separated into two smaller spaces
- Toilets with separate disabled and baby changing facilities
- Kitchen with basic catering equipment and crockery
- First floor meeting room (circa 50m2)
- Tables & chairs
- External grassed garden area
- Car parking for approximately 4 cars (including 2 x Accessible & EV charging bays)

TERMS & CONDITIONS OF BOOKINGS

By proceeding with a booking, you are deemed to have accepted the following terms and conditions for the booking of the hall.

1. Definitions

The term "Scouts" refers to 105th Sheffield (High Green) Scout Group, whom registered address is 105th Sheffield (High Green) Scout Group Headquarters, Pack Horse Lane, High Green, Sheffield, S35 3HY, and is managed by a board of Trustees, whom are registered with the Charity Commission for England and Wales, charity number 516163.

The term "User" refers to the named individual who has undertaken the booking, in doing so is accepting the booking terms and conditions, and is responsible for ensuring the conditions are abided to.

The terms "Hall" and "Premises" includes the full building and site, as outlined in 'Hall and Facilities' above, of 105th Sheffield (High Green) Scout Group Headquarters, of Pack Horse Lane, High Green, Sheffield, S35 3HY.

2. Undertaking of the User

The User undertakes to ensure that they have an understanding of the Booking Conditions for the time being in force.

3. Supervision by the User

The User undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the use to ensure compliance with the provisions and stipulations contained or referred to in these Terms and Conditions of Booking and any relevant licences.

4. Responsibility of the User

The User shall be responsible during the period of booking for:

- Being familiar with, and complying with, the guides provided for the use of the Premises
- Ensuring that the Premises are kept secure for the duration of use
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring the number of attendees does not exceed the maximum number of occupants permitted within the Premises, as detailed within section 8
- Ensuring that the purpose and conduct of the booking does not disrupt the use of any other room being used by other persons
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be safe and in good working order, and used in a safe manner
- Ensuring that no animals (including birds), except assistance dogs are brought into the building, without prior written permission of the Scouts
- Ensuring that NO animals whatsoever enter the kitchen at any time

- Ensuring that no naked flames, barbeques, LPG appliances or highly flammable substances are brought onto the Premises
- Ensuring that they and their attendees recognise the fact that the Premises is situated nearby a residential area and conduct themselves accordingly
- Ensuring that Bouncy Castles are not brought into the building, without prior written permission of the Scouts
- Risk assessing all activities they undertake on the Premises and put suitable controls in place to reduce the likelihood and severity of risks.
- Reporting any building faults, including issues with any equipment, or within the toilet or kitchen facilities that you come across to the Bookings Secretary via email

The Scouts reserve the right to access all parts of the Premises during the booking if necessary, to check the Users are acting in a responsible and safe manner and complying with the Terms and Conditions of the booking.

5. Bookings which may be refused

The User must provide information about planned activities within the Premises when making the booking. The Scouts may request further information to assess the suitability and safety of the booking and any other users, as well as consideration for the local neighbours/community.

The Scouts Booking Secretary, on behalf of the trustees, has the right to refuse any booking for whatever reason, including concern over potential noise levels and other nuisances especially to neighbours. This may also include protection of the Premises where there is deemed to be a risk of damage or vandalism. The Scouts have the right to refuse any booking where the User has, or deemed to have breached the Booking Terms and Conditions during a previous booking.

Where a space is already booked, the Bookings Secretary will review the appropriateness of further bookings at the same time, so, if one space is booked, the Bookings Secretary may refuse a second booking in a separate space, if it is deemed the second booking may conflict with the first booking.

If a booking in one space involves children or vulnerable adults such that a safeguarding policy is required, the Booking Secretary may refuse a second booking in another space on safeguarding grounds.

6. Payment Terms

The Premises are available for use free of charge.

Please note, there is a cost to the Scouts to run and maintain the Premises (including heating, lighting, electricity, cleaning and consumables such as toilet papers and soap). We therefore have a suggested optional donation of £20.00 per hour to cover these costs. This donation payment would be welcome, but it is not a mandatory requirement for users to make a donation to be able to book or use the hall.

The User may wish to decide on their own level of donation (should they choose to make one), this may be more, or less, than the suggested optional hourly donation amount. Donations may qualify for GiftAid, where the donation meets GiftAid eligibility criteria. Donations can be made via JustGiving at the link below. Other methods of making a donation are available, please contact our Bookings Secretary where you wish to make a donation by a different method.

JustGiving donations link: https://www.justgiving.com/105highgreen

7. Security payment

A refundable security deposit to compensate in the event of damages to the hall may be requested by the Bookings Secretary for certain events, including but not limited to parties. If the hall is not left in an acceptable condition, or damage has occurred then deductions to cover the cost of making good damages will be deducted from the security deposit and any balance returned to the person that paid the deposit.

8. Fire Regulations

The User shall:

- Ensure that fire safety equipment, including Fire Extinguishers, Fire Alarm Call Points, and Emergency Exit signage is not interfered with or obstructed at any point
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Scouts
- At the start of a booking indicate the Fire Exits and Evacuation Meeting Place to the persons attending the booking
- Ensure that all Fire Exits in the areas occupied by the booking are kept clear at all times, however, should any equipment be positioned close to an exit, the user of the equipment is made responsible for moving it rapidly out of the way of the exits in the event of an emergency
- Ensure that the lobby, corridor and staircase is not blocked with items including buggies or wheelchairs
- Ensure the number of attendees does not exceed the maximum number of occupants permitted within the Premises, as detailed below.

The Evacuation Meeting Place is on the adjacent footpath between the building and the Leisure Centre Car Park. No person may re-enter the Premises without the permission of the Fire Brigade, unless concluded to be a false alarm.

The maximum number of occupants permitted are as follows:

- Building as a whole: 300
- 1st Floor Meeting Room: 40
- Hall (no partition in place): 250
- Hall North/ South: 110 (within each half, total 220)

9. Use of Premises

The User shall not:

- Be under the age of 18
- Sub-let or use the Premises for any purpose other than that described in the booking
- Use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- Do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- Allow the use of drugs on the Premises
- Sell alcohol on the Premises unless the required licences are in place. Alcohol may be consumed on the Premises with written approval from the Scout Group.
- Allow smoking or vaping anywhere on the Premises. The Scouts operate a No Smoking or Vaping site.

10. Car Parking & EV Charging

Vehicles are parked at owner's risk, and may be parked only in the marked spaces. Vehicles should not park outside of the marked bays and cause obstruction to the building by Emergency Vehicles.

Please note that Pack Horse Lane has Double Yellow lines along both sides of the road. Additional car parking may be available in nearby car parks or on street parking.

Two parking bays are reserved for Accessible users and EV (Electric Vehicle) charging.
The EV charging bays may be used by anyone attending the Premises. Additional fees apply for EV charging, which can be paid by a mobile device when scanning the QR code on the charger.

11. Cleaning

The User is responsible for:

- Ensuring the facilities are left in a clean and tidy state
- Removing all waste and recycling generated during their use of the Premises and must take it away from the site at the end of the booking. No waste or recycling should be left in the Premises or in the bins on site.
- Ensuring toilets are flushed and left in a clean state
- Ensuring all taps are turned off
- Returning all equipment including chairs and tables to their storage positions safely

A limited amount of cleaning tools and materials are available. The User is responsible for providing their own cleaning tools and materials for anything over and above basic cleaning.

12. Security

The User is responsible for:

- Ensuring the Premises are cleared of people on exit
- Ensuring all manually controlled lights are switched off (Please note, most lights are automatically controlled via PIR's and turn themselves off)
- ***** Ensuring all doors, windows and gates are closed and correctly locked (where applicable)
- ***** Setting the intruder alarm (where applicable)
- ***** Returning keys on time as agreed (where applicable). In the event that keys are lost, the User must alert the Bookings Secretary immediately and will be responsible for the cost of replacing keys or, if deemed necessary by the Scouts, replacing locks and cutting additional sets of keys for the Premises, or any other steps deemed necessary to ensure security is maintained

****** *Except when other spaces within the Premises are being used by other Users.*

The sharing and duplication of keys, or sharing of the Intruder Alarm code to the Premises is strictly prohibited.

A set of keys may be issued to regular Users on the basis that access to the building is only permitted during booked slots. In the event that regular Users are found to be accessing the Premises outside a booking, the Scouts reserves the right to cancel further bookings with immediate effect.

13. Licences and other relevant legislation

The User is responsible for:

- Ensuring any applicable licences are in place, including but not limited to the sale of alcohol. Please note, that the Premises does not hold a licence for the sale of alcohol
- Ensuring that alcohol is not served to any person under the age of 18 years
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure

The User is responsible for ensuring that the attendees:

- Do not contravene the law relating to gaming, betting, and lotteries
- Comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises

A breach of this condition may lead to prosecution by the local authority.

14.Music Licences

The User is responsible for ensuring that they have an appropriate music licence. The Premises may have a music license in place that may cover planned activities, but the User must check with the Scouts if their planned activities are covered by the Premises music license.

15. Compliance with legislation relating to children or vulnerable adults

For all bookings involving children or vulnerable adults, except private parties where the User is a family member, the User is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate.
The User shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection Policies are the responsibility of the User.

16. Indemnity

The User shall indemnify and keep indemnified the Scouts against:

- The cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- Against all actions, claims, and costs of proceedings arising from any breach of the Booking Conditions
- All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the User

As directed by the Scouts, the User shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.

17. Insurance

The User is responsible for ensuring that any third party such as a catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

If the User is operating as a business they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance.

18. Accidents and Dangerous Occurrences

The User must report all accidents involving injury to the public as soon as possible to the Bookings Secretary, assist with information for the Premises accident book and any accident investigation where applicable. The user shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, either that belonging to the Hall, or brought in by the User must also be reported as soon as possible.

19. Stored equipment

The Scouts may provide storage space for regular Users, and may charge a deposit for the use of a key to these storage spaces, where applicable. These keys remain the property of the Scouts, and on request must be returned to the Scouts.

The Scouts accept no responsibility for any stored equipment or other property brought onto or left at the Premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the Premises by agreement, must be removed at the end of each booking or storage period. The Scouts may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the storage fees and costs incurred in storing and selling or otherwise disposing of the same.

20. No alterations

Decorations may be hung from pin boards, but not elsewhere. No Blu-tack, drawing pins, adhesive tape or similar may be used on walls, ceiling or floor coverings.

No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, posters, notices, or other articles be attached in any way to any part of the Premises without the prior written approval of the Scouts.

The User must make good to the satisfaction of the Scouts any damage caused to the Premises by removal of any fixture or fitting, or attachment previously approved.

21. Interruption of Regular Bookings

If a User has regular or repeat bookings, the Scouts reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least four weeks' notice shall be given of such cancellation. This policy is intended to ensure that the Hall is available to the wider community.

The Scouts will give priority to Scout bookings, both internally or externally to 105th Sheffield (High Green) Scout Group, to support the delivery of Scouting. The Scouts reserves the right to cancel all, or part of, certain bookings in favour of Scout bookings. Such cancellations shall not occur more than once a month, and at least four weeks' notice shall be given of such cancellation.

The Scouts will nominate specified times as not being available for regular weekly Scout meetings for sections to support the delivery of Scouting.

The Scouts reserve the right to nominate specified weekdays or evenings as not being available for regular weekly bookings, so that priority can be given to monthly, or less frequent, bookings.

22. Cancellation by the User

The User may cancel their booking at any time, in writing to the Bookings Secretary. As much

notice as possible should be given of a cancellation, preferably 7 days or more.

23. Cancellation by the Scouts

The Scouts reserves the right to cancel a booking by written notice to the User in any of the following events:

- A national emergency, or similar force majeure situation that requires the Premises to be closed, or
- The Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum, or
- If the Scouts reasonably consider that such booking may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- If the Scouts reasonably consider that unlawful or unsuitable activities may take place at the Premises as a result of the booking, or
- If the Scouts reasonably consider that a breach, or a perceived breach of any Terms and Conditions of the booking, or
- The Premises have become unfit for the use intended by the User, or
- Any other reason whereby the Scouts deem cancellation necessary

In any such case the User shall be entitled to a refund of any deposit or donation already paid, but the Scouts shall not be liable for any resulting direct or indirect loss or damages whatsoever.

24. Public Health

The User is responsible for conforming to all Public Health legislation and guidance that relates to the control of viral pandemics or diseases such as Covid-19 and to take reasonable precautions to stop the spread of such viral pandemics or disease.

25. Complaints

If a User has a complaint this should be raised with the Bookings Secretary in the first instance. If the Scouts has a complaint about the User, this will be raised with the named contact for the booking in the first instance.

26. Acceptance

These Terms and Conditions will have been made available to the User at the time of making a booking. By proceeding with the booking the User is deemed to have accepted these terms and conditions.

End.

Hall Booking Form

Details of the User:			
First Name(s):		Surname:	
Address:		Postcode:	
Contact Number:		Email Address:	

If booking on behalf of an organisation please state:

Organisation:		Your Position:	

I hereby request to book 105th Sheffield Scout Groups Headquarters as follows:			
Date from:		Date to:	
Time from:		Time to:	
For the purpose of:			

Other notes, or booking terms in addition to the standard booking policy:

By signing this form, I hereby declare that the individual or organisation making the booking is not a business, or operating in the capacity as a business.

I agree to observe and perform all the terms and conditions set out within the hall bookings policy. If the booking is on behalf of the above organisation, I confirm that I have the authority to bind them by signing this form.

User	
Name (Print)	
Signature	
Position	
Date	

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

Please return completed form to the hall booking secretary.