

CONDITIONS OF HIRE

1. The Group **Scout Executive** Committee is the trustee responsible for the running of 1st Goostrey Scouts and its facilities, including the Scout Hut and Youth Centre.
2. The **Management Committee** is a sub-committee formed by the Scout Executive Committee with responsibility for the day to day running of the Scout Hut and Youth Centre, including booking administration and maintenance.
3. The **Hirer** is the person who made the booking or a nominated representative, both of which must be over 18 years of age
4. The **Room** is the space the Hirer has booked for which these conditions apply. Three rooms are available for hire: **Downstairs** which is the downstairs hall area, kitchen and toilets , **Ian Godfrey** room that is the upstairs meeting room with adjoining kitchenette and the **Upstairs Activity Room**.
5. The **Booking** is a reservation of Room for use by persons under the supervision of the Hirer.
6. The **Premises** is the entire Goostrey Scout Hut and Youth Centre building and Rooms, the adjoining car park and playing field.
7. The Management Committee reserves the right to refuse or cancel (without giving any reason) any booking (even after the use of the premises has commenced) that does not apparently comply with the conditions of hire or for any other reason. N.B. The Premises are a registered Polling Station and bookings for Election purposes take precedence.
8. The Management Committee is empowered to request full payment, or a deposit, in respect of any bookings made by a Hirer at their discretion. The hire charge (or any balance) should be paid immediately after the function but in any event not later than the end of the month following submission of an invoice.
9. The Hirer will supervise the booking and ensure that these Conditions are adhered to. S/He shall appoint such stewards as may be necessary for this purpose. The Hirer shall be responsible for the cost of any damage that may arise from the use of the Room or Premises.
10. The Hirer must leave the Room clean and tidy (including the toilets and corridors). Failure to comply with this rule will mean that charges for cleaning will be made at the appropriate rate which could include overtime surcharges.
11. The property and equipment of both the Pre-School and Scouts is not to be used under any circumstances.
12. The Hirer shall be responsible for ensuring that all lighting equipment is switched off, all waste bins are emptied and that no fire hazard is apparent.
13. The Hirer is expected to assume responsibility for the security of the Room that they have hired from the time of access to the time they leave. Security also includes ensuring that only the Room hired is used plus shared toilets.
14. No alcoholic drinks may be brought onto the Premises without the consent of the Management Committee. Where applicable, and subject to the requirements of the Licensing Act, an appropriate Licence must be obtained in advance.
15. The Management Committee does not allow potentially raucous parties such as 18th, 21st, school prom parties or similar.
16. No person shall conduct themselves so as to avoid annoyance to persons of any other part of the Premises or to local residents; in particular, excessive noise shall be avoided.

17. Any member of the Management Committee or their representative has the right of access to the whole of the Premises at any time and has the authority to require the removal from the Premises of any persons who, in their opinion, is guilty of disorderly or objectionable conduct, or is otherwise in contravention of these Conditions.
18. The Hirer shall ensure that no person brings into the premises any furniture, fittings, decorations (including candles or naked lights), plants, shrubs etc. without the prior consent of the Management Committee. Barbecues are also forbidden without prior consent.
19. The use of smoke machines (or similar) is strictly forbidden. Failure to comply will result in activation of the sensitive fire alarm, in which case a call-out charge will be levied by the Fire Service.
20. No person shall interfere with any part of the fixed installations on the premises. A Hirer wishing to use any of the special equipment should obtain a demonstration from a member of the Management Committee.
21. Any solid or liquid substance that is accidentally spilt on any of the floors should be cleaned immediately using water or the cleaning products provided in the downstairs cleaners cupboard only.
22. A Notice Board is provided in the entrance hall and notices approved by the Management Committee may be affixed thereto. No notice, advertisement, or any other similar thing may be affixed to any other part of the premises, either internally or externally.
23. The Hirer shall acquaint himself with the emergency exits and with the fire equipment provided and shall ensure that the premises can be quickly evacuated in the event of fire. All entrances, exits and passageways shall be kept clear of obstruction and available for use in an emergency.
24. Regular Hirers are required to purchase and provide proof of appropriate liability insurance cover as a protection against claims and for the loss or damage to person or property as a result of the activities of the hirers.
25. No animals are allowed on the premises without permission by the Management Committee with the exception of Guide Dogs.
26. Sleepovers are not allowed upstairs under any circumstances due to fire regulations. Any sleepover downstairs must be notified to the local fire brigade using the relevant Cheshire Fire Service form.
27. The Hirer is responsible for the protection and recognition of music and film rights.
28. Goostrey Scouts manages the Hirers personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Personal information will only be processed in connection with your hire and will not be shared with any third parties.
29. Please note CCTV is in operation to manage the outside security of the building.