

These standard conditions apply to all hiring of Mendip Scout Base. If the Hirer doubts the meaning of anything in this document, please get in touch with Wedmore Scout Group.

The Hiring Agreement constitutes permission only to use the premises and surrounding grounds and confers no tenancy, or other rights of occupation, on the Hirer.

The Hirer should examine the 'Den Manual' kept in the hut, which provides vital information about the building and facilities. Ideally, it should be referred to when initially entering Mendip Scout Base.

1. Use of premises

General

It is the responsibility of the Hirer to arrange to pick up an access key for Mendip Scout Base and make contact a week or more before the hire commences.

Wedmore Scout Group expects all users to respect the property's condition and leave it in the same state of cleanliness and tidiness as they found it - or better! Please give due regard to nearby properties, as well as the surrounding fields and countryside. **Smoking is forbidden in the building or near the gas cylinder storage cage** in the external compound.

The premises may only be used for the purpose described in the '**Booking Form & Hire Agreement**'. The building and grounds may not be sub-hired, used, or allowed to be used for any unlawful purpose or in any illegal way. This requirement includes the consumption of alcohol without prior permission. The selling of alcohol on the premises is forbidden unless the Hirer has obtained the appropriate licence.

The Hirer is responsible for all activities carried out during the hire period and complying with any pertinent regulation or licence. This obligation includes the supervision of the premises they have hired, the fabric and contents, their care, health and safety from damage, change, or injury of any sort, and the behaviour of all persons using the building, whatever their capacity.

In the case of destruction, damage or loss by theft or attempt thereat, the Hirer must immediately notify the police. In the event of any occurrence that is likely to give rise to a claim, or upon receipt by the Hirer of a notice of claim," the Hirer shall **immediately notify** Wedmore Scout Group and provide all information that the Scout Group requires.

The Hirer must not do anything or bring anything onto the premises that may endanger the building; or invalidate the Group's insurance policy covering it. This constraint includes not using highly flammable substances in any part of the property. Likewise, no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) must be used or erected without the consent of the Wedmore Scout Group contact. Additionally, do not place decorations close to light fittings.

When using open fires, barbeques, hog roasts and similar 'hot' cooking appliances in the property's grounds, they must be within the fenced grass area and a minimum of three metres (ten feet) from the property. Hot 'coals' and similar hot residues must be disposed of safely and removed from premises at the end of the hire period.

Wedmore Scout Group reserves the right of free admission during the hire period to observe compliance with these Conditions of Hire. Any complaints concerning the premises must be made, as soon as possible, in writing to the Wedmore Scout Group contact.

Safety

Hirers must fully comply with sections 2, 3 and 4 of this document, which set out the arrangements to ensure the public's safety and general welfare of users of the premises. If it is necessary to direct the emergency services to the premises, the postcode for the hut is displayed on an external notice by the main door.

- The maximum number of people allowed within the premises is 80, including the organisers and any performers.
- No smoking or heat sources are allowed near the gas cylinder storage cage, which is in the external compound adjacent to the main door to the premises.
- Any electrical appliances brought on to the premises by the Hirer and used there; must be safe, in good working order, and used as set out in the 'Electricity at Work Regulations'.
- The Hirer may only use the central heating system and other appliances provided by Wedmore Scout Group for heating or ventilating the premises.

Accidents involving injury to the public or anyone using the hut while on hire must be reported to the Wedmore Scout Group contact, as set out in Section 5. Additionally, any significant failure of equipment belonging to Mendip Scout Base must be notified to the Wedmore Scout Group contact as soon as possible.

End of the hire period

At the end of the hire period, the Hirer must vacate the premises and remove their equipment and other property (other than stored material) no later than the agreed time and date. Leaving the premises and the surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. Otherwise, Wedmore Scout Group may make an additional charge.

Additionally, the Hirer must turn off all lights, taps and appliances, and leave the heating controls set as they were initially, with doors and windows locked and secured. Any notices or articles stuck to walls etc., are to be removed and any marks or damage rectified.

Rubbish & waste arising from the hire must be taken away by the Hirer.

The Hirer must notify Wedmore Scout Group of any breakage of, or damage to, equipment that belongs to Mendip Scout Base. Breakages, damage, or additional cleaning that is required, will be charged to the Hirer.

The key loaned to the Hirer to allow access to Mendip Scout Base must be returned to the key box immediately at the end of the hire period.

2. Public safety & licencing compliance

On their initial entry to the Mendip Scout Base, the Hirer must check that there are no obvious fire hazards on the premises, and using the information in the '**Mendip Scout Base - Den Manual**', make themselves aware of the:

- location of all escape routes - *then make sure that they are kept free of obstructions;*
- method of operation of the escape door fastenings;
- location of the fire assembly point;
- location of fire doors - *then make sure that they remain closed when not in use;*
- location of the firefighting equipment - *and that they know how to use them;*
- action to be taken in the event of a fire - *by reading the details on the Fire Information notices*

During the hire period, everyone using the Mendip Scout Base must be aware of the above arrangements and understand their importance.

Alcohol & entertainment licensing

Mendip Scout Base is not licensed; however, private functions can have alcoholic drinks. Any Hirer wishing to sell or supply alcohol, provide regulated entertainment, or late-night refreshment must obtain a Temporary Event Notice (TEN) from the Licensing Officer at the Local Authority.

3. Health and hygiene

Hirers must comply with all the specific public health guidance issued by the Government to control or limit a severe and imminent threat to public health that applies to the premises or the Hirers activities, which are in force during their hire period. The Hirer must fully use the precautions stipulated in the Government's guidance documents to prevent transmission or spread and sanitise the premises at the end of their hire period.

When preparing, serving or selling food, the Hirer must observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat used on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. There is a refrigerator provided for this purpose.

4. Outbreaks of fire or escapes of gas

The Fire Brigade shall be called immediately to any fire outbreak, however slight, or any significant escape of LPG gas. The incident must also be **immediately notified** to Wedmore Scout Group using mobile number 07780708997.

Details of the direct actions to take, should a fire occur, are given on the Fire Information notices displayed in the hut. There is also a copy of the notice in the Mendip Scout Base - 'Den Manual'.

The postcode for the hut is displayed on an external notice by the main door.

5. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public or anyone using the hut while on hire, to the Wedmore Scout Group contact **as soon as possible**; and complete an Accident Record Form from the Mendip Scout Bases' Accident Book. It is essential to do this, as the authorities require notification of specific types of accidents and injuries under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR).

There is a small first-aid kit in the kitchen for use by persons with knowledge of first-aid.

Any significant failure of equipment belonging to Mendip Scout Base or brought in by the Hirer, which may be reportable under RIDDOR, must also be notified to the Wedmore Scout Group contact as soon as possible.

6. Insurance and indemnity

If the premises become unfit for use during the hire period, Wedmore Scout Group shall not be liable for any loss whatsoever.

To the extent permitted by the Unfair Contract Terms Act, Wedmore Scout Group accepts no liability for any injury to persons, loss or damage to property brought onto the premises or for any consequential loss.

During the hire period, the Hirer shall indemnify Wedmore Scout Group against the cost of repairing accidental or willful damage to the building or any contents in or around the building. Additionally, for the loss of property or injury to persons, which may occur during the period of hire. Wedmore Scout Group reserves the right to take legal action to reclaim monies owing.

Wedmore Scout Group has insurance cover against any claims arising out of its negligence.