

Standard Conditions of Hire

These standard conditions apply to all hiring of Mendip Scout Base. If the Hirer is in any doubt as to the meaning of the following, the Wedmore Scout Group contact should be consulted.

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' that is stored in the hut, as this provides key information about the building and facilities - ideally, it should be referred to on initial entry to the 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 to make contact a week or more before the hire, to arrange this.

The Hirer is required to respect the condition of the property and the grounds, and to leave them in the same state of cleanliness and tidiness as it was found - *or better!* They are also expected to have due regard for nearby properties, as well as the surrounding fields and countryside. **Smoking is forbidden in, or around, the building.**

The premises may only be used for the purpose described in the '**Booking Form & Hire Agreement**'. The premises may not be sub-hired, used, or allowed to be used, for any unlawful purpose, or in any unlawful way. This 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 hiring and that they comply with any pertinent regulation or licence. This includes responsibility for 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 is likely to give rise to a claim, or upon receipt by the Hirer of 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 includes not bring, or 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. No decorations are to be put up near light fittings.

When barbeques, hog roasts and similar 'hot' cooking appliances are used in the grounds of the property, they must be located 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 period of hire to observe compliance of 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

The arrangements to ensure the safety of the public, and general users of the premises, are set out in Sections 2, 3 and 4; these must be fully complied with. If it is necessary to direct the emergency services to the premises, the post code for the hut is displayed on an external notice by the main door.

The maximum permitted number of people allowed in the premises is 80, including the organisers and any performers.

Only the heating system and/or appliances provided by Wedmore Scout Group may be used on 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 in a safe manner in accordance with the 'Electricity at Work Regulations'.

Accidents involving injury to the public, or to anyone using the hut while on hire, must be reported to the Wedmore Scout Group contact, as set out in Section 5.

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 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 equipment), no later than the agreed time and date; leaving the premises and 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.

All lights, taps and appliances are to be turned off. Heating controls to be left as found and all doors and windows locked and secured. Any notices or articles stuck to walls etc. must be removed and any marks or damage made good.

Rubbish & waste arising from the use of the facilities must be taken away by the hirer. The 'Mendip Scout Base.

Any breakage of, or damage to, equipment belonging to Mendip Scout Base must be notified to the Wedmore Scout Group contact by the Hirer, when returning the key. Breakages, damage, and/or additional cleaning that may be required, must be paid for.

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

2. Public safety 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 - Useful Information' book, 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 are kept closed when not in use;*
- location of the fire fighting equipment - *and that they know how to use them;*
- action to be taken in event of fire - *by reading the details on the Fire Information notices*

Everyone using the Mendip Scout Base, during the hire period, must be made aware of the above arrangements and understand the importance of them.

3. Outbreaks of fire or escapes of gas

The Fire Brigade shall be called immediately to any outbreak of fire, 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 be taken, 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 - Useful Information' book.

The post code for the hut is displayed on an external notice by the main door

4. Health and hygiene

The Hirer must, if preparing, serving or selling food, observe all of the 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. A refrigerator is provided for this purpose.

5. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public or to 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. A small first-aid kit is located in the kitchen and may be used by persons with knowledge of first-aid.

Certain types of accident and/or injury must be reported to the authorities, in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR).

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

In the event of the premises being rendered unfit for the use it was hired, 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.

The Hirer shall indemnify Wedmore Scout Group for the cost of repair of any accidental or willful damage to any part of the building, or to any contents in or around the building; or loss of property, or injury to persons, which may occur during the period of hire, as a result of the hiring. Wedmore Scout Group reserves the right to take legal action to reclaim monies owing.

Wedmore Scout Group is insured against any claims arising out of its **own** negligence.