

Definitions

For the purposes of this agreement the term “Hirer” shall mean an individual hirer or, where the “Hirer” is an organisation that organisation.

The “Premises” include the ground floor of the scout building known as ‘The Forge’, the grounds surrounding the Forge and the fences surrounding the grounds. It does not include the building known as the scout hall or the garage marked on the plan below.

“Booking” means the contract between the Hirer and Epsom (St Martin's) Scouts and Guides as detailed on the Booking Form.

“Hire Period” means the date(s) and time(s) reserved by the Hirer on the Booking Form.

“Function” means the event for which the hall was booked by the Hirer and detailed on the Booking Form.

Hiring Agreement

Epsom (St Martin's) Scouts and Guides permits the Hirer to use the Premises for the Function and for the Period described on the Booking Form. The Booking Form is part of this Agreement. This Hiring Agreement includes both the details on the Booking Form and the Standard Conditions of Hire set out below.

The Hirer shall not use the Premises for any purpose other than that permitted under the hire agreement and will not without obtaining the prior consent of the Booking Secretary use or enter the Premises at any times other than those permitted under the hiring. The Premises may not be used for purposes which are inconsistent with the ideals of the Scout or Guide Associations or the Church of England or bring those organisations into disrepute.

No exclusion of any term or condition can apply unless specifically granted in writing.

Epsom (St Martin's) Scouts and Guides reserve the right, in circumstances of emergency, to cancel any booking at short notice upon the terms that the booking fee is refunded in full and that they are not responsible for any loss damage or inconvenience caused by the cancellation.

Epsom (St Martin's) Scouts and Guides has the right to amend these conditions by giving notice in writing to the Hirer.

Supervision

The Hirer accepts responsibility for being in charge of and present on the Premises at all times during the Hire Period and for ensuring that all terms and conditions of this Agreement are complied with.

Where the Hirer is an organisation, the Hirer agrees to nominate a person to undertake this role and provide their name and contact details as required on the Booking Form.

The Hirer, during the Hire Period, will be responsible for the care and protection from damage of the Premises and contents and for the behaviour of all persons using the Premises.

Access to Premises

Vehicle access to the Premises is via the 5 Bar Wooden Gate which is secured via a combination lock.

The Hirer will be advised, prior to the Function, of the lock combination number for them to gain access to the Premises. The gate may be left open during the Hire Period to allow general access to and from the Premises.

Unless agreed with the Booking Secretary, do not disclose the combination number to any other person.

Even when the Gate is open, ensure the combination lock is closed and the number scrambled.

The Hirer will be provided with access at the start of the Function. Where the Hirer is provided with keys to the Premises in advance of the Function, these must be kept safe and returned as soon as practicably possible following the Function.

Car Parking

Ensure that cars parked on the Premises do not block the Forge or Scout and Guide Hall fire exits or the access road from the gate to the Hall and Forge. Do not drive or park on the grassed areas outside the Scout and Guide Hall.

Note: Bright Horizons Car Park, in front of the 5 Bar Wooden Gate, is a private car park and must not be used.

Hall Facilities

Only the ground floor of the Forge is available for use. This includes the main Forge area, kitchen and toilet.

Alcohol and Smoking Policy (inc Smoke Machines)

Smoking is not allowed in any part of the Forge, kitchen or toilets or on the ramp outside the Forge. Smoke and other similar machines are not allowed as they will affect the smoke detectors.

The consumption of alcohol in or around the Forge premises is strictly prohibited unless specifically authorised in advance.

Animals

No animals, except assistance dogs, are allowed to enter the Forge unless specifically authorised in advance.

No animals are allowed into the kitchen at any time.

Fire Safety

The Hirer agrees to observe all the fire precautions and shall not at any time obstruct or cause obstruction of any gangway, corridor, entrance or exit. There is a fire exit at entrance to the Forge and the left hand large windows can be used in an emergency. The Forge door is to remain unlocked whilst the Premises is occupied to ensure that people can escape from the Forge in the event of a Fire.

No LPG appliances or highly flammable substances can be brought onto the Premises.

There are 2 fire extinguishers located in the entrance hall. It is the responsibility of The Hirer to familiarise themselves with the position of the Extinguishers. If in doubt Epsom (St Martin's) Scouts and Guides will be pleased to assist further.

The Fire Brigade should be called to any outbreak of fire, however slight, and the incident reported to Epsom (St Martin's) Scouts and Guides.

Music Licences

Epsom (St Martin's) Scouts and Guides holds both a PPL or PRS music licence for the Forge. The PPL license allows the playing of recorded music and the PRS license allows the public performance of musical compositions.

The Hirer must undertake to avoid any excessive noise - particularly amplified music - which would annoy neighbours. No sound amplification may be used which is audible outside the building. The Hirer must also undertake to avoid noise and disturbance to neighbours when leaving the Forge and Car Park at the end of the hiring.

Evening events MUST ensure music is switched off by 2300, unless agreed otherwise.

TV and Film Licence

Epsom (St Martin's) Scouts and Guides does NOT have a TV licence for the Forge. Television programmes cannot be watched or recorded as they are being shown on TV using any device. The Hirer is responsible for any fines resulting from any such activity.

Epsom (St Martin's) Scouts and Guides does NOT have a licence to show films. The Hirer is responsible for ensuring that they hold the necessary licences and are responsible for any fines resulting from any such activity.

Responsibilities at End of Hire

The Hirer is responsible for ensuring the Forge floor is vacuumed at the end of the Booking, the kitchen area is left clean and tidy and that ALL rubbish is removed off site. Do NOT use the general waste bins in front of the Scout and Guide Hall as they are reserved for regular users. Oil grease waste or any other matter that is harmful to humans or the environment MUST NOT be poured into the drains at the Premises. It must be removed from the site by the Hirer and disposed of safely. The heaters are to be turned off.

All equipment, chairs and tables must be stored away tidily. Notice boards are not to be touched without prior agreement.

All washing up is completed and clean crockery, etc...is put away.

Switch off all lights, and ensure all doors and windows are closed and the building is locked. Ensure the electricity is turned off on the cooker.

Once all persons and vehicles have exited the site, lock the 5 bar gate using the combination lock and scramble the number.

Return any keys to the Booking Secretary as soon as possible.

Accidents and Damage

The Hirer must report any accidents involving injury to the public or loss or damage to the Premises or fixtures and fittings as soon as possible.

The Hirer must make good or pay for any damages (including accidental damage) to the Premises or to the fixtures and fittings and for loss of contents.

Any property belonging or brought on site by the Hirer is the responsibility of the Hirer and is not covered by the insurance of Epsom (St Martin's) Scouts and Guides.

Public Liability

Epsom (St Martin's) Scouts and Guides is insured against any claims arising out of its own negligence.

It is the Hirer's responsibility to take out adequate insurance to insure the Hirer against all claims arising as a result of the Hire or accept personal liability to any claim should cover not be arranged.

Payment and Cancellation Policy

Unless agreed otherwise, total payment must be made **within 5 days** of confirmation of booking or immediately if booking is within 2 weeks. Payment can be made by bank transfer using the details below:-

Account Name: Epsom St Martins Scouts & Guides HQ
Sort Code: 30-93-08
Account No: 00172733

Please include your name and booking date on the reference.

If payment is not made as above, then Epsom (St Martin's) Scouts and Guides reserves the right of offer the booking to another Hirer.

If the Hirer cancels the booking with less than 2 weeks' notice, then the payment will be refunded but may, at the discretion of the Booking Secretary, be subject to a cancellation fee of £10. If the Hirer cancels the booking with less than 48 hours' notice then the payment will be forfeit (i.e. the cancellation fee matches the total payment) unless Epsom (St Martin's) Scouts and Guides receive another booking for the same period.

Contact Numbers on the Day of Hire

The Hirer must ensure a fully charged mobile number is available on the day of hire for use in the event of an emergency; this number to be made known to the Booking Secretary.

Epsom (St Martin's) Scouts and Guides will provide a contact phone number to address any problems or queries on the day of hire.

Building Layout

