

Terms and Conditions of hire or use of:

2<sup>nd</sup> Penrith Scout Group Headquarters, Folly Lane, Penrith, Cumbria CA11 8BT

1. All applicants for the use of the headquarters must be addressed to and confirmed by the Letting Secretary, as detailed on the booking form. The Hirer by signing the booking form shall accept and be bound by these conditions.
2. The group reserves the right to refuse any application for hiring without giving a reason, to attach any additional conditions to any particular hiring and to amend charges of hiring. Regular users will be given three months' notice of any amendments to charges.
3. The user will pay a charge, as set by the Executive Committee of the 2nd Penrith Scout Group. For occasional users, the balance of the hire charge is due no later than two weeks before the date of hire. If booked within two weeks of use, payment is due immediately. Cheques should be made payable to: 2nd Penrith Scout Group.
4. Regular Users (at least once per month) will be invoiced monthly; the first month's charges are payable four weeks in advance. These Hirers must confirm their bookings at least one month in advance for the following three months. Payment of the hire charge must be made within fourteen days of the date of invoice.
5. A refundable key deposit may be charged prior issue of key(s) or access codes. In the event that a key is lost, the User will be charged and shall pay for the replacement of all existing locks and keys at invoice value.
6. The period of use must not exceed the time(s) stated in the application. Payment will be required for any extended use in accordance with the scale of charges.
7. Users may be given access to the headquarters, with prior agreement, a maximum of 15 minutes prior to hire start time. Users must vacate the Scout Hut no later than 15mins after the end of the hire. Users will only have access to the main Hall, meeting room, toilets and kitchen within the Scout Hut. There is NO access to any other area of the Scout Hut, and no storage facilities included in the Hire, unless specifically agreed prior to use.
8. Cancellation of a booking will be accepted, without charge, if notice is received in writing not less than four weeks before the date of hire. If notice is received less than two weeks prior to the date of hire, the Hirer will be charged in full.
9. The prime purpose of the Scout Hut is as a centre for scouting activities, and as such these will always take precedence of use. Should it become necessary to cancel a booking due to an increase in the amount of time required for these activities, as much notice as possible will be given and alternative times offered. However, 2nd Penrith Scout Group and Executive Committee reserve the right to terminate the use of the Scout Hut by any user at any time.
10. Users should insure against third party liability and against injury and damage to the person or property of their own members, employees and invitees. The Hirer shall be responsible for and shall repay to the Group on demand the cost of making good all damage (fair wear and tear only excepted) to the premises and to the fittings, equipment and other property of the Group therein and shall indemnify and keep indemnified the Group against all claims for damages, compensation and/or costs in respect of injury to any person or persons and /or damage to property caused by or arising out of or in any way connected with the use by the Hirer or the use authorized by the Group. The Group shall be the sole judge of the damage done and the amount thereof.

11. In no circumstances will the Group accept responsibility or liability whatsoever in respect of any damage or theft or loss of any property, goods, articles or things placed, deposited, brought into or left upon the hired premises, in connection with the hirer or other users of the premises.
12. The Group shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restrictions, civil commotion, riot or illegal trespass, which may cause the premises to be closed or the hiring to be interrupted or cancelled.
13. The electricity, gas, heating, lighting and water fittings shall in no way be interfered with. Instructions for the heating controls are explained in the 'Hut Use Guide'. No nails, tacks or other fastening shall be driven into the walls, fittings, floor or furniture.
14. Hirers should read the Hut Use Guide located in the Kitchen, and make all users aware of emergency procedures. The Hirer shall be responsible for ensuring that doors and corridors along fire escape routes are kept unobstructed.
15. Up to 2 vehicles belonging to Hirers and those attending events organized by them may be parked in the Headquarters car park where indicated, during the specified periods only. Vehicles are not permitted on any other part of the grounds. The Group shall not be liable for any damage or injury to property or person's caused by or to any vehicles using the Car Park and does not accept any responsibility for any damage or injury caused howsoever.
16. Notice boards bearing Scout Section names must not be used. Those without names may be used for temporary displays or notices, these should be relevant to your organisation, tidy and kept up to date. Posters etc must not be affixed to walls or doors.
17. The hall, kitchen and toilets to be checked, swept, cleaned and the building properly secured on leaving. All refuse, including foodstuffs, MUST be removed on completion of the hire of the Scout Hut. All lights (including outside lights), heaters and electrical appliances must be switched off as you leave, unless otherwise indicated.
18. The entire building and grounds are a NO SMOKING AREA.
19. Officials of The Group, Police, Fire Officers and any Licensing Authority have the right of full access to the building at all times in connection with their official duties and their instructions in respect of the health, safety and welfare of the users of the facilities must be adhered to immediately by the Hirer.
20. If any Hirer refuses or omits to comply with any of the Terms and Conditions or with any instructions conveyed to him by the Letting Secretary or any official of the Group, The Hirer and all those attending the event may be excluded from the premises and the charge made to or due from the Hirer shall not be waived.
21. Good public relations are very important to the Scout Movement, as we are sure they are to you. Please ensure that you do nothing to bring Scouting into disrepute while using the Scout Hut.
22. We hope that you will enjoy using the Scout Hut and its facilities. You can help us maintain our standards by reporting any damage, breakages or problems to us as soon as possible.

Please report any issues to:

Telephone – 0333 339 3710

Email – [groupleader@2ndpenrithscouts.org.uk](mailto:groupleader@2ndpenrithscouts.org.uk)

BY SIGNING AND RETURNING A BOOKING FORM YOU WILL CONFIRM ACCEPTANCE OF THESE TERMS & CONDITIONS OF USE PRIOR TO START OF HIRE.

Copy is also to be retained by the User.