



1st Chinley Scouts - Terms of hire

Updated Feb 2018

1. Hirer

The person or group making the application to hire the 1st Chinley Scouts facilities will be called the HIRER throughout these conditions.

2. Booking the facilities

- 2.1. A provisional booking for the facilities can be made by phoning the Booking Secretary (Erika Green) on 07970 848416, or by emailing bookings@chinleycouts.org.uk or any other member of the committee.
- 2.2. Provisional bookings will be held for 24 hours. A booking is considered provisional until confirmed receipt of the completed booking form (see attached).
- 2.3. Upon confirmation of booking, an invoice will be issued for payment.
- 2.4. Bookings include the use of the kitchen and use of the toilets.

3. Payment

- 3.1. All payments are made to the Treasurer:
 - a) either via BACS (Sort code: 20-82-13 A/c# 43734641)
 - b) or cheque made payable to "1st Chinley Scouts"
- 3.2. Payment for one off bookings must be made within 7 days of invoice date.
- 3.3. Payment for block bookings should be made within 7 days of invoice date.
- 3.4. Block bookings are for 6 weeks or more.
 - a) Bookings must be for the same group for each session.
 - b) The timescale between each session must be between 1 and 14 days.
 - c) Payment must pay for the full block, whether the facility is used or not.
 - d) Your group must have an inclusive membership policy.

4. Cancellation or Refusal of Booking

- 4.1. 1st Chinley Scouts reserves the right to refuse any application for booking if users have not adhered to conditions of hire in the past.
- 4.2. 1st Chinley Scouts reserves the right to close the facility if, at any time, they are unfit for use. In these circumstances the hire fee may be returned
- 4.3. 1st Chinley Scouts will not be liable for any other costs incurred, or loss by the hirer which results from the cancellation or refusal of an application for the hire of the facility.
- 4.4. If the hirer wishes to cancel a booking or does not use the facility that it has booked, the charge will still apply unless the facility can be re-let by 1st Chinley Scouts.

5. Liability

- 5.1. All users of the facility do so at their own risk
- 5.2. 1st Chinley Scouts accepts no liability for death or personal injury resulting from the non-negligent acts of its committee members, volunteers or employees.
- 5.3. 1st Chinley Scouts accepts no responsibility for loss or damage to personal property. Please keep your belongings safe at all times.

6. Conduct and Control

- 6.1. The hirer is responsible for the conduct of the users of the facility during their booking.
- 6.2. The building should be in a clean and tidy condition when you arrive. If it is not, then please inform a member of the Executive Committee. Please ensure that the facilities are left in the same condition when you leave. If you are responsible for locking up the building, please also ensure that all lighting is turned off.
- 6.3. The consumption of cigarettes and illegal substances are prohibited within grounds.

7. Period of Hire

This will be stated clearly on the booking confirmation letter, including start and finish times.

8. Extent of the premises hired

The areas and equipment hired will be clearly stated on the booking form.

9. Damage

- 9.1. 1st Chinley Scouts reserves the right to exclude users for behaving in an inappropriate manner or for wilful damage to the facilities or equipment.
- 9.2. 1st Chinley Scouts reserves the right to charge users to repair or replace equipment or furniture which is damaged, or for repair to the building if groups or individuals do not take appropriate care.
- 9.3. 1st Chinley Scouts reserves the right to charge users for damage to or loss of keys. User groups, issued with a set of keys, are expected to keep them in a safe place and return them, if and when the group ceases to use the facilities or upon request.

10. Injury

During the hire of the facilities, the hirer shall indemnify 1st Chinley Scouts against any liability, loss or claim arising from any persons' death or injury, damage to or loss of property, unless 1st Chinley Scouts can be proved to have been negligent or in breach of duty.

11. Dogs

Dogs or other animals are only allowed in the 1st Chinley Scouts grounds with the permission of the Executive Committee.

12. Accident and Emergency

- 12.1. 1st Chinley Scouts do not provide staff on site during booking periods, so in the case of fire, the user group is required to make their way outside and call the emergency services.
- 12.2. In case of accident requiring medical attention, the hirer is expected to have their own procedures with regard to calling for ambulance or dealing with first aid.
- 12.3. A First Aid Kit is provided in the kitchen. 1st Chinley Scouts do not take any responsibility for the improper use of this kit or the contents thereof. First Aid treatment should be according to the procedures of the hirer.

