**Stroud and Tetbury District Scouts**

**District Headquarters also known as Leonard Stanley Scout Hut**

**GENERAL HIRING CONDITIONS FOR GROUPS AND PRIVATE HIRERS**

***As of 19th April 2021***

Preamble:

The management of the **District Headquarters** is vested in Stroud and Tetbury District Scout Executive. A hirer is any person, group or organisation hiring the Scout Hut.

1. **Use of the District Headquarters:**

Use of the District Headquarters and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

1. **Equal opportunities:**

The District Headquarters shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

1. **Applying to use the District Headquarters:** 
   1. Application to use the District Headquarters shall be made to the Booking Secretary.
   2. The right to refuse any application for the use of District Headquarters’ facilities is reserved to Stroud and Tetbury District Scouts Executive provided that the Booking Secretary reports his/her action to the next meeting of the Executive with valid reasons. The Executive may refuse an application to use the District Headquarters’ facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Executive’s beneficiaries or supporters. In any circumstance of doubt, the Booking Secretary shall report the matter to the Executive, and shall not confirm the letting without the agreement of the Executive.
   3. All arrangements for the use of the District Headquarters’’ facilities are subject to Stroud and Tetbury District Scouts Executive reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use
   4. All bookings are confirmed on receipt of the Hire Fee
   5. All bookings commence on entry to the building and end when the hirer leaves the building.

1. **Hours of opening:**

Facilities at the District Headquarters are normally available for the use between the hours of 7am and 11:30pm. Hirers should ensure that all attendees leave the premises as quietly as possible when leaving the premises and be considerate of local residents living nearby.

1. **Maximum capacity:**

The District Headquarters has a maximum capacity of 240 people without seating, tables or other equipment and includes helpers and performers. On no account can these figures be exceeded.

During covid 19 guidelines for 2m spacing the maximum capacity is: 71

During covid 19 guidelines for 1m spacing the maximum capacity is: 143

Please note that these figures are subject to annual review at the April Executive Meeting.

1. **Safety requirements:**

All conditions attached to the granting of the District Headquarters’ Planning Permission, or other licences shall be strictly observed. Nothing shall be done to endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

**The hirer is the responsible person in terms of the Fire Safety Regulations 2006. Please note the following:**

* 1. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
  2. Hirers should familiarise themselves with evacuation procedures and are responsible for ensuring the building is evacuated safely in the case of an emergency.
  3. All regular groups are expected to co-operate in the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures.
  4. The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
  5. Fire fighting apparatus should not be tampered with and only used for its intended purpose;
  6. All fire exits and gangways must be kept cleared at all times;
  7. The hirer should make themselves and their guests aware of the evacuation procedure;
  8. The hirer is responsible for designating responsible adults as Fire Marshalls. A minimum of two Fire Marshalls are required per booking. If there are over 100 people present then an additional 2 Fire Marshalls will be required;
  9. The Fire Brigade must be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Booking Secretary;
  10. Performances involving danger to the public are not allowed. Examples of these include hypnotism and pyrotechnics. If in doubt please consult the Booking Secretary.
  11. Highly flammable substances must not be brought into or used in any part of the premises.
  12. Smoke machines of any kind must not be used on the premises.
  13. Hirers must not use internal decorations without the consent of the Booking Secretary;
  14. Hirers must obtain permission of the Booking Secretary before using electrical or heating appliances on the premises. All appliances used must have proof of an up-to-date PAT test having been completed within the last year.
  15. Hirers are advised that the Stroud and Tetbury District Scouts Executive does not provide a First Aid Box for general use. Each group using the premises is required to make its own provision;
  16. All electrical equipment brought into the building must comply with the Electricity at Work Regulations 1989. Stroud and Tetbury District Scouts Executive disclaims all responsibility for all claims and costs arising from the use of any such equipment.
  17. Telephone contact: Hirers are advised to have access to a mobile phone throughout the event in case of emergency, as there is no public phone on the premises.

1. **Supervision:**

The hirer or person in charge of an activity must be over 18 years of age and shall remain on the premises for the entire period of hire or duration of the activity. S/he must not be engaged in any duties or activities, which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there must be a minimum of two persons, both of whom are over 18 years of age, on duty where fewer than 100 people are attending the entertainment. The number of adults required is increased in the following circumstances:

* 1. Where 100-120 people are present – to three adults;
  2. When the majority of those present at the entertainment are less than 18 years of age, and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased. See section 8.

1. **Safety of vulnerable people:**

The Executive will only permit regular activities or bookings involving children under eighteen years of age and/or vulnerable adults, when it is satisfied that the relevant provisions of the Children Act 1989 (including seeing a copy of the Child Protection Policy) are in place and any conditions required by the District Executive and Ofsted where appropriate, are complied with before giving such permission. In the case of one off events, it is the responsibility of the hirers to ensure that only properly qualified people have access to the children, and that these people will at all times be in control of the children who are on the premises for the activities concerned.

Children’s parties must have the following ratio of adults to child:

* + Where any child attending is under 8 years old the adult to child ratio will be a minimum of 1 adult for every 5 children under the age of 18 years.
  + Where the youngest child attending is 8 years old or over the adult to child ratio will be a minimum of 1 adult for every 10 children under the age of 18 years.
  + For teenagers’ parties a minimum of 4 adults over the age of 30 years old will be required. The person booking and taking responsibility must also be at least 30.

Hirers running events involving people with disabilities should ensure that there are enough helpers to ensure that all those attending can be evacuated safely in an emergency.

***Scout sections are reminded that they must meet all conditions of The Scout Association when using the premises, including adult:child ratios, safeguarding and safety, risk assessment and covid risk assessment policies.***

1. **Supply of food and drink and use of the kitchen – non-Scout groups:**

Only people who are suitably trained to a level equivalent to the CIEH Level 2 Award in

Food Safety in Catering shall be permitted to handle food on the premises. Such people must at all times observe the Code of Conduct displayed in the kitchen. Hirers must provide their own towels, tea towels, aprons, washing up liquid, sanitising fluid, antibacterial surface cleaner and refuse sacks.

Hirers of the hall that are selling food on the premises must have someone responsible for the food preparation that has satisfactorily completed a Basic Food and Hygiene Course in the last 10 years. The name and address of this person should be on the hire form and certificate of Basic Food and Hygiene produced for inspection.

1. **Barbeques and fires – non-Scout groups**

These are not permitted anywhere in the premises or grounds of the District Headquarters, except for regular hall users who may apply to run a barbeque or campfire. In this event an adult must be delegated as Fire Warden to be on duty during the event.

1. **Intoxicating liquor:**

No intoxicating liquors are permitted to be **bought or sold** on any part of the premises without the express permission in writing of the Executive, whose consent must also be obtained prior to seeking any Temporary Extension, Occasional Licence or Permission for the sale of alcoholic liquor.

1. **Music in the District Headquarters:**

The premises are not licensed with the Performing Rights Society for the performance of background music which is under copyright played from a radio/cd/cassette/mp3/record player or any digital device.

The Hirer will be responsible for informing the Booking Secretary of the any type of music, video, film, wii, games console or DVD to be used on the premises. This is to assist with meeting the licensing requirements of the Performing Rights Society, and in the event that any additional costs are incurred by the Executive due to the hirer breaching the Hire Agreement these costs will be met by the Hirer.

There is no Phonographic Performance Ltd. (PPL) in place for the premises. Regular or one-off hirers of the premises, must consult the Booking Secretary before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL and, if so, to obtain one.

1. **Betting, gaming and lotteries:**

Hirers of the premises must do nothing to contravene the law relating to betting, gaming and lotteries. All Hirers responsible for functions held in the District Headquarters must ensure that the requirements of the relevant legislation are strictly observed.

1. **Stage plays:**

The Executive must be given at least 12 weeks notice of a stage play production, so that the appropriate licence may be obtained from the Local Council, which itself requires 12 weeks notice.

1. **Storage:**

The Hirer must obtain the Executive’s permission before goods or equipment are left or stored at the District Headquarters. The Booking Secretary is authorised to grant permission for the overnight storage of goods and equipment brought to the District Headquarters for a particular function or event. Storage will not normally be charged for where the hall is hired for the same period.

1. **Loss of property:**

The Executive cannot accept responsibility for damage to, or the loss or theft of District Headquarters’ users’ property and effects.

1. **Car parking:**

Car parking must not obstruct the entrance to or exits from the District Headquarters’ grounds. Users of the District Headquarters should avoid undue noise on arrival and departure.

1. **Nuisance:** 
   1. Litter must not be left in or about the District Headquarters premises.
   2. Except in the case of trained registered assistance dogs, dogs shall only be permitted on the District Headquarters premises in connection with organised activities such as dog training or dog shows.
   3. Hirers and organisers of events in the District Headquarters are responsible for ensuring that the noise level of their functions does not interfere with other activities within the building or cause inconvenience for the occupiers of nearby houses and property.
   4. Fireworks. Fireworks are not permitted within the site unless permission has been granted by the Executive.

1. **Leaving the building - Cleaning, rubbish removal and security:**

All Hirers must ensure that all furniture and equipment is returned to its original position. Doors and windows on the premises must be secured as advised. All users shall also leave the premises and grounds in a clean and tidy condition. All Hirers must remove their rubbish from the buildings and grounds at the end of the booking. Hirers must ensure that the alarm is set and the fire exits and main door locked on leaving the premises. Hirers must check all lights are off. If left on overnight a fixed £5 charge will be applied.

There is a sign out sheet to complete on leaving the premises.

1. **No Smoking:**

There is a No Smoking Policy applicable to the whole of the District Headquarters’ site.

1. **Bouncy Castles, Marquees etc**

Anyone using the grass area for a bouncy castle/inflatable, marquee or similar must also book this area for the time the equipment is in place.

Generators must be used where electrical power is required on the grass and where a trip hazard could span pathways around the headquarters.

Anyone wishing to use a bouncy castle in the hall itself must inform the Stroud and Tetbury District Scouts Executive and there may be a charge for use of additional electricity if a generator isn’t used.

Public liability insurance from the bouncy castle supplier must be shown to the Booking Secretary prior to the event.

1. **Water Usage - non-Scout Groups**

The hall water is metered. If users wish to use the outside tap and/or a hose, the Booking Secretary must be informed in advance and additional charges may apply.

1. **Bad Weather**

If the hall is used in icy/snowy weather then users must take responsibility for their own safety. The car park and paths may be slippery.

1. **Keys**

Arrangements for access should be made with the Booking Secretary at the time of the booking.

1. **Cancellation by hirers**

All cancellations will forfeit the full hire charge unless a full one month’s notice is given.

1. **Cancellation by the Stroud and Tetbury District Scouts Executive**

The Stroud and Tetbury District Scouts Executive maintain the right to cancel the hall hire in the following cases:

* 1. To ensure health and safety
  2. In an emergency where the hall is required as an Emergency Centre.

***WARNING***

# NOISE NUISANCE

***Please be aware that it is the person hiring the hall who is responsible***

***for ensuring that people attending your event do not cause***

***unnecessary noise or nuisance to local residents and other users of the site.***

***Any problems with the hall hire should be reported immediately or as soon as practically possible to Stroud and Tetbury District Scouts Executive.***

***In the event of a problem on the day of hire please contact Stroud and Tetbury District Scouts. A number for contact is on the notice board by the front door.***

**Additional notes for those using the headquarters overnight**

Only the downstairs areas are available for overnight use. The loft areas are private storage areas and out of bounds and locked.

There should be no noise from inside the headquarters that can be heard outside the hall after 11:30pm at night. This is part of the planning permission from Stroud District Council. Also noise an lights outside should be kept to a minimum after 11:30pm so as not to disturb neighbours and the goodwill that we have to enable overnight stays.

All groups using the hall overnight must have their own public liability insurance in place.

All Scout, Guide and other youth groups must adhere to their own organisations overnight policies and rules which may be requested prior to confirmation of booking.