



2nd MARLBOROUGH SCOUT GROUP

George Lane, Marlborough, Wiltshire SN8 4BX

Registered Charity Number 305932
Scout Group Registration Number 7021

Marlborough Scout Hall Registered Charity Number 305932

The Scout Hall is administered by the 2nd Marlborough Scout Group Executive Committee (“the Committee”). The Conditions of Use have been compiled by the Committee to inform Hirers of their responsibilities, and to facilitate the safe and efficient operation of the Hall for the benefit of the local community.

CONDITIONS OF USE

1. The Scout Hall is available for hire for lawful activities by organisations or individuals at the Committees’ discretion.
2. Bookings are only accepted by completing the on-line booking form via <http://2ndmarlborough.wiltshirescoutcentre.org.uk/>. When a booking is made, the full name and address of the person responsible for fulfilling the Hirer’s Responsibilities listed below shall be stated on the booking form. The person must be over the age of 21 and be present on the premises throughout the booking.
3. All charges relating to the hiring of the Hall must be paid within 14 days of invoicing unless an alternative agreement has been approved in writing/email by the treasurer. Hall hire charges are reviewed every April and may change. Four weeks written/email notice will be given of any changes.
4. The Committee may require a deposit for any booking. This will be withheld in full or part, subject to Hall condition being left in an appropriate condition, in accordance with the Hirers Conditions.
5. For Organisations wishing to hire the hall on a regular weekly basis, it is assumed that you wish to hire the hall every week of the year. Unless notification is received by the Bookings Administrator at the time of booking, or 4 weeks’ notice is given.
6. Regular ongoing hires must be confirmed a minimum of four weeks in advance otherwise the dates cannot be guaranteed. The Committee may amend / cancel a booking with four weeks written / email notice.
7. The Hirer is responsible for collecting the keys and returning them to the key safe. The Hirer is responsible for security of the Hall premises and equipment during the period of hire and for securing the premises after use.
8. The hall and car park are private property and are for the sole use of 2nd Marlborough Scouts and Hirers during the period of the hiring. Sub-letting of the hall or the car-park is not permitted.
9. Payment of the Hiring Fee entitles the Hirer to the use of the main hall; kitchen and toilet facilities during the period of hire only and include the use of tables and chairs if required.
10. Access to the premises before the period of hire may be obtained on request to the Bookings Administrator and subject to the convenience of other users. The Hirer must ensure that the premises are vacated no later than the end of the period of hire.

11. The Committee have Public Liability Insurance cover through the Scout Association, but the Hirer must make their own provision for their own acts and omissions. The Hirer is responsible for insuring their own equipment.
12. All furniture and effects including all equipment, within the Scout Hall is the property of 2nd Marlborough Scout Group. All other property stored in the Scout Hall with the Committees permission will not be insured by the Committee and all risk remains with the owner. No hazardous material may be brought into the Scout Hall.
13. Damages to equipment or the hall will be charged to the hirer.
14. Leaders or members of the committee may require occasional access to the hall during hire time for official Scout business.

Hirers Responsibilities: The person or organisation hiring the Hall shall:-

- Be fully responsible for its proper and orderly use.
- Observe any licensing regulations or other legal requirements governing such use.
- Ensure that all fire exits are kept clear at all times.
- Be responsible for leaving the Hall in a clean and tidy condition.
- Ensure that the floors are swept, surfaces wiped down. Bin bags and cleaning materials are available in the kitchen.
- All rubbish to be removed from the site and disposed by the hirer. Failure will result in a £10 charge per incident.
- Ensure that all doors are locked, all windows are closed, all lights and taps turned off at the end of the booking period.
- All equipment must be replaced in its original location at the end of the period of hire
- Provide your own tea towels

Sales and Provision of Alcohol.

Alcohol may only be sold or consumed at the Hall with the appropriate license being obtained by the Hirer and with prior permission from the Committee.

Betting, Gaming and Lotteries.

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries.

Dogs.

No Dogs, with the exception of assistance dogs, shall be brought into the Hall or grounds.

Car Park.

The car parking area is available for Hirers for the duration of the hire period only. The Car Park shall be used with the minimum of noise on arrival and departure. All car users to park in a considerate manner.

Nuisances

It is the Hirer's responsibility that there is no NOISE nuisance from music played in the Hall. The main hall fire doors must remain closed whilst music is being played.

Smoking

Smoking is not permitted in any part of the building.