2nd MARLBOROUGH SCOUT GROUP

George Lane, Marlborough, Wiltshire SN8 4BX

Registered Charity Number 305932

Scout Group Registration Number 7021

Marlborough Scout Hall

The Scout Hall is administered by the 2nd Marlborough Scout Group Trustee Board ("the Trustees"). The Conditions of Use have been compiled by the Trustees 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 Trustees' 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 Trustees may require a deposit for any booking. This will be withheld in full or part, subject to the Hall being left in an appropriate condition, in accordance with the Hirers Conditions.
5. For organisations wishing to hire the hall on a regular weekly or fortnightly basis, it is assumed that you wish to hire the Hall every week or fortnight 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 Trustees 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 includes 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 Trustees hold Public Liability Insurance through the Scout Association in respect of its own activities only. This cover does not extend to the Hirer's activities, personnel, or equipment. Hirers are strongly advised to hold their own Public Liability Insurance and are solely responsible for any loss, injury, or damage arising from their use of the premises, whether caused by the Hirer, their guests, or those attending their event.
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 Trustees' permission will not be insured by the Trustees and all risk remains with the owner.
13. No hazardous material may be brought into the Scout Hall.
14. Damages to equipment or the hall will be charged to The Hirer.
15. Leaders or members of the Trustee Board may require occasional access to the hall during hire time for official Scout business.

HIRERS RESPONSIBILITIES: The person or organisation hiring the Hall shall:

1. Be fully responsible for its proper and orderly use.
2. Observe any licensing regulations or other legal requirements governing such use.
3. Ensure that all fire exits are kept clear at all times.
4. Be responsible for leaving the Hall in a clean and tidy condition.
5. Ensure that the floors are swept, surfaces wiped down. Bin bags and cleaning materials are available in the kitchen.

6. Ensure all rubbish is removed from the site and disposed of by the Hirer. Failure will result in a £10 charge per incident.
7. Ensure that all doors are locked, all windows are closed, all lights and taps turned off at the end of the booking period.
8. Ensure all equipment is replaced in its original location at the end of the period of hire.
9. Provide their own tea towels.

Safeguarding. The Hirer shall ensure that any activity involving children, young people or vulnerable adults complies with current legislation in respect of safeguarding and child protection. Only fit and proper persons shall have access to children, young people or vulnerable adults during the hire period. The Trustees reserve the right to refuse or terminate a hire where they have reasonable safeguarding concerns.

Liabilities. The Trustees accept no liability for loss of or damage to any property belonging to the Hirer or their guests, nor for any injury sustained on the premises arising from the Hirer's use, negligence, or the actions of those attending their event. The Hirer indemnifies the Trustees against any claims arising from their hire.

Electrical Appliance Safety. The Hirer shall ensure that any electrical appliance brought onto the premises is safe, in good working order, and used in a safe manner. The Trustees accept no liability for any loss, injury or damage arising from the use of the Hirer's electrical equipment.

TV Licence. The Scout Hall does not hold a TV licence. Hirers wishing to watch or record live television, or use BBC iPlayer or any other streaming service requiring a TV licence, must make their own arrangements and ensure compliance with TV licensing requirements.

Public Entertainment / Regulated Entertainment. The Hirer must ensure that any entertainment provided during the hire period complies with all relevant licensing requirements under the Licensing Act 2003. Events constituting regulated entertainment (including live or recorded music, performances, or ticketed public events) may require a licence. The Hirer is solely responsible for obtaining any such licence and for compliance with its conditions. Written permission from the Trustees must be obtained in advance for any such event.

Film and Audio-Visual Screenings. The Scout Hall does not hold a Motion Picture Licensing Company (MPLC) licence or any equivalent licence for public film screenings. The Hirer is responsible for obtaining any licence required should an audio-visual programme or film be shown during the hire period.

Food Hygiene. The Hirer shall, if preparing, serving or selling food on the premises, observe all relevant food health and hygiene legislation in force at the time of hire. Occasional small-scale fundraising sales by voluntary organisations may be exempt - hirers are advised to check their obligations with the Local Authority if in doubt.

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 Trustees.

Supply of Alcohol to Minors. Under no circumstances shall alcohol be supplied to any person under the age of 18 years. The Hirer is solely responsible for ensuring compliance with this requirement and all applicable licensing conditions.

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. Hirers must ensure that activities do not cause disturbances to neighbours.

Smoking and Vaping. Smoking and vaping is not permitted in any part of the building.

Safety and Security. Hirers must follow fire, safety and security procedures, including maintaining clear emergency exits.

CCTV. CCTV cameras are installed on the external areas of the Scout Hall premises. There is no internal CCTV. Signage is displayed on the exterior of the building. The system is managed by the Trustee Board in accordance with GDPR and the Data Protection Act 2018. No personal data collected by the system is retained beyond what is required for the purposes of premises security.

Revised March 2026