



Conditions for the use of 5th Colchester Scout Group Scout Centre

(The User referred to below is taken to be the organisation using the Centre or the person responsible for supervising the activity.)

1. **The agreed fee** for the use of the accommodation should normally be paid in advance of the hiring together with a security deposit of £25. The deposit will be refunded within 10 days of the hiring unless there has been any uncleared mess for which the user is responsible. In which case the centre shall be entitled to retain the whole or part of the deposit for the cost of extra cleaning. The user will agree that no sub-letting of the premises or facilities will take place during the period of hire.
2. No booking is secured until the deposit is received. Deposits must be paid at least 7 days before the booking commences.
3. **Children's parties:** Are welcomed up to and including the age of 10. The noise level must not disturb the neighbours and responsible adults must keep the children under control, in particular, not allowing them free access to the rest of the building.
4. **The User is responsible for all damage** (other than fair wear and tear) to the accommodation or any of the centre's fixtures and fittings or equipment, which is occasioned in whatever way by the use of the accommodation. **The User has a responsibility to notify the centre of any defect** in the accommodation or in any of the centre's furniture or other equipment in the accommodation and if such a defect should be discovered on entering the premises to telephone Mike Acott on 07777680186 or Ritchie Hicks on 07824468614 .
5. **The User may only use the agreed rooms and facilities** for the purpose and period indicated on the application form submitted to the centre. The person responsible for supervising the activity should ensure that other areas of the accommodation are not accessed and in particular that children are kept under control. Care should be taken to be considerate to neighbours of the centre.
6. **After the use of the accommodation it must be left in a clean and tidy condition** with all furniture and equipment left in the same position as at the commencement of the booking. Chairs are to be stacked in piles of no more than 6, and any electric socket safety covers replaced after use. The User must ensure that all lights are turned out and all windows and doors properly secured when they leave. The User has responsibility for taking away all rubbish .
7. The User must ensure during the use of the accommodation that **no person smokes and that no drugs or alcohol is supplied or consumed.** Smoking is not permitted on any Scout Centre land.
8. The User must ensure that any **music used does not contain any profanities or undue sexual innuendo unfitting for Centre premises.**
9. **The User must not leave in the accommodation any equipment,** furniture or articles of any kind unless by prior agreement from the centre who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
10. **The User is responsible for any electrical equipment that is brought on to the premises.** The electrical equipment should be in good working order.
11. **The User agrees that the centre accepts no responsibility for injury or loss to person or property** arising out of the use of the accommodation apart from such injury or loss which arises from the centre's responsibility for the general maintenance of the accommodation. The User will keep the centre indemnified against any claims for which the centre is not responsible. **However, the User has a responsibility to notify the centre of any accident or injury that occurs during the hire of the premises.** An Accident/incident form is available

and should be filled in should an accident occur. The hirer should inform the Booking Secretary, or another centre representative locking up, before leaving.

12. The Centre reserves the right to suspend or terminate the letting without notice, but will make every effort to give reasonable notice.
13. Hirers should note that: The 5th Colchester Scout Group can accept no liability for the loss of or damage to clothing, equipment or any other personal property left unattended in the building or on the land. The 5th Colchester Scout Group's Public Liability insurance provides cover ONLY against incidents arising from acts or omissions of the Centre or its staff. Hirers should, in their own interest, consider whether additional insurance cover is necessary.
14. **5th Colchester Scout Group does not provide First Aid kits or trained First Aiders** other than for Scouting activities. The User should provide their own First Aid kits and consider if their activity requires a qualified person to provide First Aid during their booking.
15. **Cancellations:** Any cancellation made 7 days or less prior to the booking going ahead will still be subject to the agreed fee being payable. In the event of 5th Colchester Scout Group cancelling the booking for unforeseen circumstances i.e. broken heating systems, problems with water supply, no fee will be payable.

Centre booking Conditions amended: 24/01/2017 – RH

