

# 23<sup>rd</sup> Bromley (St Augustine's) Scout Group

## *Hall Letting Conditions*

### **General**

1. The principal purpose of the hall is for meetings of the uniformed sections of the Scouts and Guides, therefore no section (Beavers, Cubs, Scouts, Explorer Scouts, Brownies or Guides) will be required to forgo their regular meeting. Other Scouting activities, and Church functions will also have priority.
2. Other organisations or individuals may be permitted to hire the premises provided that the purpose of use is approved by the Group Executive, and request for use is normally made at least eight weeks prior to the requested date. Types of application likely to be most acceptable will be those of a community nature and/or youth based.
3. The terms of the current lease (from the Diocese of Rochester) specify that:
  - there is a limit on the number of lettings that can be made – and these are specified as ‘occasional lets’,
  - no alcohol may be sold or consumed on the premises with the exception of some specific Scout Group activities as set out in the lease
  - the premises shall not be used to conduct religious education, worship or ritual that would conflict with the rules and regulations of the Church of England as represented by St Augustine's with St Luke's Church.
4. All letting requests should be directed, in the first instance, to the Group Scout Leader (“GSL”), or such person nominated by the Group Executive. **REDACTED** has been nominated to manage hall lettings. Requests can be made by email to **REDACTED** or by telephone at **REDACTED**.
5. In the event of conflicting requests the GSL's decision is final.
6. Rates of payment will be determined at the annual budget meeting of the Group Executive sub-committee. The current rate is
  - £100 for 4 hours with a refundable deposit of £50 (see clause 11) for hall hire taking place between 1 April and 30 September. Additional hours are charged at £25 per hour, and
  - £120 for 4 hours with a refundable deposit of £50 (see clause 11) for hall hire taking place between 1 October and 31 March Additional hours are charged at £30 per hour.

The deposit must be paid by cash or cheque at the point of commencement of the letting period. The fee for the hire of the hall should be paid 14 days prior to the event by bank transfer to 23<sup>rd</sup> Bromley Scout Group.

7. The minimum letting period is a four hour period.

## Conditions

8. Times – the Hall will be available only between 8.00 am and 10.30 pm (30 minutes beyond this time will be allowed for clearing up). It should be noted that during term time uniformed sections use the Hall every night, Monday to Friday.
9. Music – children's and adult parties involving music and dancing after 9.00 pm will normally be deemed unsuitable.
10. Insurance – hirers will be responsible for their own personal liability insurance. The Scout Association does not cover non-Scout activities.

In the event of any damage, hirers will be expected to recompense the Group. The Scout insurance for buildings and contents has an excess of £250, thus all hirers will be held liable for the first £250 of any claim.

11. Deposit – a refundable deposit of £50 will be required prior to the let. This will be set against any damage, breakages or cleaning costs. Where the premises are returned to their previous condition and where there is no damage or breakages the deposit will be returned to the hirer.

On leaving – the premises should be returned to the condition in which the premises were provided. As such, the premises should be tidied, swept and, if the kitchen is used, cleaned. Tables and chairs should be stacked. Lights should be switched off and toilets/kitchen checked for running water. The premises should be securely locked on departure.

Where the premises are not returned to their previous condition the hirer will be responsible for meeting the cleaning costs should the Group need to engage a cleaner to undertake the task. The minimum cost for this would be £50.

12. Cancellation – any payment already made by the hirer will be refunded in full where a letting is no longer required.
13. 23<sup>rd</sup> Bromley Scout Group do not have the facilities to deal with the removal of excess rubbish so **any rubbish generated must be removed from the site.** Health and Safety – hirers are responsible for the health and safety of all occupants.
14. Safeguarding – Hirers will be responsible for ensuring that there is no risk of harm to any person attending activities during the period of the hire of the hall. Hirers will also ensure that any 3<sup>rd</sup> Party engaged to provide entertainment have suitable safeguarding policies in place.
15. Keys – keys must be returned to the key-holder immediately after occupancy.
16. Scout property – section property in boxes, cupboards, store-room, committee room and loft space must not be accessed, touched or tampered with.
17. Please Note – there is an Accident Book located in the top kitchen cupboard along with a First Aid kit. All accidents must be recorded on the tear off slip and passed to Mrs Jenny Owens, Group Scout Leader, **REDACTED**, on the day of the accident.

## COVID-19

18. Hirers should follow the prevailing government guidance as set out at <https://www.gov.uk/coronavirus>.
19. Cleaning – The hirer will be responsible for cleaning door handles, light switches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire before the arrival of any guests and to keep the premises clean through regular cleaning of surfaces during your hire. You will be required to clean again on leaving. All cleaning materials will need to be supplied by the hirer.

## Modus Operandi

- a. Requests for hire of the Hall must be made to the GSL (or her nominee) at least 8 weeks prior to intended use. No charge will be made for use of the kitchen, trestle tables, other tables and chairs if booked at the same time. Approval will normally be given within two weeks.
- b. On approval an email will be sent to the hirer confirming the booking, requesting payment, and detailing where a key can be collected or who will open up.
- c. Payment is required in advance of the booking. The preferred method of payment is by electronic transfer and bank details will be provided. Cheques should be made payable to: 23<sup>rd</sup> Bromley (St Augustine's) Scout Group.
- d. The adult responsible for the Hall hire must be available throughout the let.
- e. A deposit of £50 will be required prior to the time of hire – to be set against any damage or breakages. In the event of no damage the deposit will be refunded at the end of the letting period.
- f. On leaving the Hall must be left clean, tidy and secure.

**REDACTED**

Hall Hire

23<sup>rd</sup> Bromley (St Augustine's) Scout Group

c/o **REDACTED**

**REDACTED**

Tel: **REDACTED**

Email: **REDACTED**

19<sup>th</sup> March 2003/conditions/revised 2006/2012/2021/2022