 **12th NORTHOLT SCOUT GROUP**

Rear of 32 Laughton Road, Northolt

 Middlesex, UB5 5LL

 Charity Registration No. 1052151

**SCOUT HEADQUARTERS HIRE TERMS AND CONDITIONS**

**1. Agreement**

Bookings cannot be confirmed until the agreement has been signed by both parties and full payment of the hire fee and deposit has been made.

**2. Times of Use**

Exclusive use of the hut cannot be guaranteed as members of the Scout Group are free to use it at any time, however our members will, wherever possible, avoid visiting the hut during your meeting/event. The premises are not available for hire on weekday evenings. Out of respect for the neighbouring houses **music must stop by 8.00pm and the hall vacated by 9.00pm.**

**3. Safety & Security**

**The event organiser is responsible for the general behaviour and safety of all persons attending the event including** **the outside area.** If you are using a Bouncy Castle outside an external power socket is provided. When leaving the building please make sure all lights, heaters and appliances are turned off. Windows, doors and the front gate must be securely closed and locked. The premises are covered by Public Liability Insurance, however the Scout Group is not responsible for any equipment brought on site by a third party or any injury caused by its use.

**4. Smoking**

Under current legislation the building is designated a **no smoking** area and the organiser is responsible for ensuring that this law is adhered to. Please use the cigarette disposal bins provided outside by the doors and not throw cigarette ends on the ground.

**5. Access**

Access is via the footpath between numbers 30 and 32 Laughton Road. Parking is available in Laughton Road, there are no parking restrictions.

**6. Consideration for Neighbours**

Please respect our neighbours and park your vehicle considerately and **not across resident’s driveways**. As the hut is of wooden structure it is not soundproof, noise travels (especially at night) therefore keep music to an acceptable level, please try to keep all doors & windows closed. At the end of the event please leave the premises quietly.

**7. Music**

Any provider of music (Discos) should hold a Performing Rights Licence. The Scout Group does not hold such a licence.

1. **Alcohol**

Alcohol must not be sold on the premises, however you may bring your own to consume at the event.

1. **Kitchen**

Switch on the extractor fans if using the kitchen ovens/hobs. Children are not allowed in the kitchen without adult supervision. The event organiser is responsible for the safe management of all food brought into the hut including food temperature control, hygienic preparation and disposal. The kitchen must be left clean and tidy, all food removed and all appliances turned off.

1. **Cleaning**

Please leave the hut and toilets clean and tidy. **All rubbish** must be removed including the bins in the toilets and taken away when leaving the premises on the day of the event. Mops and buckets can be found in the toilet, brooms in the table store cupboard in the main hall and dustpans and brushes in kitchen. Dustbin sacks, tea towels and hand towels are not provided.

1

**I1. Damage Deposit**

A cash refundable deposit may be required when booking. This deposit will be refunded provided nothing is damaged or broken, all rubbish has been removed and the premises are left clean and on time.

**12. Lost Keys (If Keys Issued)**

In the event of a key being lost a charge will be made for its replacement of £7.50 for internal keys and £20.00 for the front door key.

2