



## Hall Hiring Policy (Lettings Policy)

### **Purpose:**

1st Little Paxton Scout Hut is a purpose-built facility in the heart of the Little Paxton community and is home to our thriving Scout Group.

The hall is reserved for use by our Scouting Sections and Girl Guiding Sections in the evenings of 3 weekdays. At other times and in school holidays, the Hall is available for hire for occasional or regular bookings by; private individuals for birthday parties and other events; community groups; clubs; social and leisure organisations; and commercial organisations for the purposes of meetings/training etc.

### **Hall and Facilities:**

- Large Hall.
- Capacity for 60 people.
- Toilets including an accessible toilet.
- Kitchen facilities.
- Access to Car Park.
- Access to Little Paxton Play Park.
- Access to Bike Rack.
- First Aid Box.
- Tables and Chairs/benches.
- Heating.

### **Contract:**

These Conditions, together with the Booking Form completed by you, form the agreement regarding dates and times of bookings, and apply from the first date shown until a new agreement re-submitted following the biannual hall users' meetings, where amendments to this policy may be agreed.

In consideration of the provision of hire, you agree;

- To pay the Little Paxton Scout Group, the agreed appropriate rate of hire for the booked period (including any time needed to set up or put away in addition to the activity time) within 21 days of the invoice date.

### **Letting terms**

When hirers are using the premises, the group expressly forbids:

- Any illegal activity
- Its use for political campaigning or the promotion of extremism
- Smoking
- Drug taking
- Gambling
- The sale of alcohol
- The use of any electrical equipment that is not in safe, good working order
- Bringing animals or birds onto the premises without express permission of the Group, except for assistance animals. No animals are allowed in the kitchen at any time.
- Naked flames within the building

### **As a hall hirer you must ensure that you:**

- Are over the age of 18
- Ensure the maximum number of people using the hall does not exceed the premises' maximum
- Use the premises only for the purpose described at the time of booking.
- Are the responsible person for, and supervise the, activities on the premises for the duration of the letting.
- Respect our neighbours by keeping noise to a minimum, especially after 9.30pm when vacating the premises, and by parking with due care and attention.
- Adhere to the conditions of booking and ensure the safety of those using the premises and of the premises and equipment under your care. You are

responsible for complying with health and safety, fire, security and safeguarding requirements/regulations, ensuring appropriate risk assessments, understanding and insurance cover are in place.

- Agree to record any accidents in the incident log book within the First Aid kit
- Agree to cooperate with any required incident investigation as a result of your occupancy
- Have a current public indemnity insurance policy in place both for regular and long-term bookings.
- Occupy the premises only within the hire period, which does not exceed 5 hours per week, in line with the LBSG commitment to keeping the hall open for community use.
- Agree to leave the premises as you found them.

Little Paxton Scout Group agree to provide the hirer with agreed facilities for the specified time, and;

- A key for the duration of hire
- Fire evacuation procedures, location of emergency exits and extinguishers.
- An emergency contact name and number

#### **Charges:**

<b>Type of Hire</b>	<b>Cost of Hire</b>
Scout Group / Guiding Groups	£10 per hour
Scout Group / Guiding Groups (Overnight Stay)	£25 per hour
Other Charity Organisations	£10 per hour
Private Functions	£15 per hour