

Scouts Goldenacre Hall Letting Agreement – Camping (both indoor and outdoor overnight residentials)

For the purpose of this agreement:

- “Group” means 104th Edinburgh North East Scout Group trading as Scouts Goldenacre;
- “Renter” means the individual or entity who is responsible for the hiring and payment; and
- “Scout Hall” means the buildings and grounds that belong to 104th Edinburgh North East Scout Group at 34-44 South Trinity Road, Edinburgh EH3 5NT.

The Group consents to Renter using the Scout Hall based on the following terms and conditions:

- This agreement is between the Renter and the Group.
- Renter must sign a copy of this agreement.
- This agreement is between the Group and Renter and cannot be assigned, or sublet, in whole or in part to another party. The agreement covers the hire of the Scout Hall for the purpose advised, and the period stated. If required, Renter will liaise with the Group Hall Hire Co-Ordinator to make appropriate arrangements for any changes to access.
- Renter accepts they have been made aware of the safety and security systems of the premises as well as the exits and escape routes.
- Renter shall not interfere with, or otherwise adjust, any of the settings of the Heating Boilers, or turn off/adjust any of the radiators. Should the temperature require to be modified the Renter should contact the Group Hall Hire Co-ordinator who can do this remotely.
- The Scout Hall is a no smoking venue and smoking/vaping is not permitted anywhere in the building and its grounds.
- Decorations/posters etc. should not be put up without prior agreement from the Group Hall Hire Co-Ordinator.
- The Scout Hall car park may be used to the extent that there is space on the hard standing area. No parking is permitted on the grass without the express permission of the Group Hall Hire Co-Ordinator. Any vehicles parked in the Scout Hall car park are parked at the vehicle Owners risk.
- Renter accepts the Scout Hall is in good condition and repair and is fit for purpose by the Renter.
- Renter accepts liability for any damage caused to the Scout Hall during their hire and must immediately report any damage caused to the Group.
- The Group is not responsible for any loss, damage, actions, proceedings, costs, claims or demands by any party against Renter. This includes against equipment or items belonging to any party.
- Renter must ensure the safety of any electrical equipment brought onto the premises and is responsible should they cause any damage.
- No alcohol can be sold on the premises by Renter and under 18s must not consume alcohol under any circumstances. At any one time there should be the correct ratio of responsible adults who must not consume alcohol. In any event, a minimum of two responsible adults should attend with appropriate risk assessments being in place.
- Any event at the Scout Hall managed by Renter will be done in a manner which is respectful both to our immediate neighbours, and other local residents. This includes, but is not limited to; no drinks to be consumed outside the building after 10pm; refraining from any anti-social behaviour; and, always avoid causing annoyance/disturbance to third parties.
- Renters are only permitted to light fires with the prior express permission of the Group Hall Hire Co-Ordinator and in accordance with UK Scout Association guidance (regardless of whether the Renter is a UK or non-UK Scout Group or non-scouting group). This must only be done within the designated fire lighting area as shown to Renter by the Group Hall Hire Co-Ordinator. Fireworks or playing outdoor music are not allowed.
- Renter has been aware of the maximum number of people allowed indoors. This is currently set at 100 persons in the main hall and 40 people in the upstairs room, the “Normal Operating Maximum Numbers”.
- Given the variety of events which can be held outside, the limit for attendees is event specific. Therefore, no specific number limit applies to using the outdoor space. However, the Renter must

make the Group aware of target event numbers and seek approval for this figure. Event planning should also include mitigation for nuisance control so that local residents are not disturbed. Once agreed, this is the maximum agreed number who can attend the outside event.

Where numbers attending any event are likely to exceed those prescribed, Renter is to seek agreement from, and to coordinate with, the Group Hall Hire Co-ordinator, to ensure any additional requirements can be met safely. The Group reserves the right to decline, or cancel, any booking where numbers due to attend exceed the Normal Operating Maximum Numbers and/or where approval has not been sought for increased numbers.

- Renter is aware that no additional heating appliances can be used during the hire period.
- Renter is responsible for ensuring they do nothing to compromise the insurance provided to Renter and the Group by the Scout Association insurer, Unity.
- This contract is for the purposes of the Scout Hall hire only and does not constitute a formal Partnership agreement under Scout Association policy.
- It is Renter responsibility to ensure any third-party service provider used by Renter holds their own Public Liability insurance cover.
- Renter shall not make any alterations to the Scout Hall.
- Renters are not permitted to use kit and equipment belonging to the Group without prior express permission of the Group Hall Hire Co-Ordinator. No kit or equipment may be removed from the Scout Hall.
- Renter accepts the hire charge (as amended from time to time) they have been quoted by the Group Treasurer or the Group Hall Hire Co-Ordinator and understands which parts of the Scout Hall they can and cannot access, and whether they are or are not allowed to store any items (including any additional fees this may incur). Any guidance provided by the Group Treasurer or Group Hall Hire Co-Ordinator shall be strictly followed.
- Renters are allowed to use the kitchen with prior express permission of the Group Hall Hire Co-Ordinator and again must ensure all UK Scout Association policies and guidelines are followed at all times (regardless of whether the Renter is a UK or non-UK Scout Group or non-scouting group). The kitchen is to be fully cleaned following any usage and left, in every respect, ready for immediate use.
- A deposit may be required to secure the booking of the Scout Hall. If so, the deposit amount will be advised by the Group Hall Hire Co-Ordinator. Any subsequent charge necessary to cover the cost of temporary storage (in advance of, or after, the event), Penalty Charge (for rubbish removal), or costs incurred in replacing lost keys or damage to the Scout Hall will initially be settled from the deposit. Should such costs exceed the deposit held, any excess due will be added to the agreed hire charge. In any event all payments due to the Group must be settled in full within 15 working days of the invoice being issued.
- Failure to pay within the period permitted may incur further late payment charges and the Group may terminate the rental with immediate effect.
- If the Renter uses the Scout Hall outwith the agreed times then an extra fee will be payable by the Renter to cover the additional usage, this fee is at the discretion of the Group.
- The Group may alter the charge for the hire but will provide notice in writing of such a change.
- At the end of the Rental period, and when not directly handing on the Scout Hall to another Renter, Renter is responsible for ensuring: -
 - All doors are locked and secure.
 - All windows are closed.
 - All lights throughout the building (except fire safety lighting, and toilet lighting which is on sensors) are switched off.
 - All external high level floodlights to front car park and side are switched off (except the PIR security lighting above the front door).
 - The hall is clean, all equipment used is put away, and in every way the hall is fit for immediate use by the next user.
 - The burglar and fire alarms are switched on and active.
 - The gate is closed and padlocked.
- The Group reserves the right to cancel and/or amend this agreement without penalty, at any time, subject to providing Renter with a minimum of 1 weeks' notice. Where it is necessary to miss a

regular Rental date (for example, in cases where the Group is hosting its own events, such as Coffee mornings etc.) the Group will notify Renter of such unavailability as soon as possible. In such event, the Group is not liable for any subsequent costs incurred by Renter as a consequence of such unavailability.

Specifics if Renter is registered with the UK Scout Association:

- Permission to camp - Leaders in charge must be able to provide evidence, on request, of their Nights Away permit / Camping qualifications to Group Hall Hire Co-Ordinator. Any young person, who is camping, not under the care of a leader, must possess a camp passport or equivalent. Leaders of these groups must provide to the Group Hall Hire Co-Ordinator the name and mobile number of a responsible person who can be contacted if required.
- Renter undertakes to conduct all their activities in line with UK Scout Association policies and guidelines (plus any variations as required by the devolved Scout Associations). This includes, but is not limited to:
 - Valid Risk Assessments;
 - Adult volunteer requirements such as training, PVGs and ratios; and
 - First aid provisions.

Specifics if Renter is a non-UK registered Scout Group or a non-scouting organisation:

- Renter confirms they hold their own Public Liability Insurance in case of injury or property damage;
- Renter confirms they are following all policies and requirements of their organisation.
- Renter confirms they have valid Risk Assessments and first aid provisions, and if asked can provide the Group Hall Hire Co-Ordinator with said Risk Assessments, first aid evidence, copy of programme and list of attendees.

Hire date(s) and time(s):

Activities undertaken:

Hirer name:

Hirer signature:..... Date.....