

Scouts Goldenacre Hall Letting Agreement – Occasional User

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 the Renter using the Scout Hall based on the following terms and conditions:

- This agreement is between the Renter and the Group.
- The Renter must be over the age of 18.
- The Renter must sign a copy of this agreement.
- This agreement is between the Group and the 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, the Renter will liaise with the Group Hall Hire Co-Ordinator to make appropriate arrangements for access prior to, and after, the event.
- The Renter accepts they have been made aware of the safety and security systems of the premises as well as the exits and escape routes.
- The 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 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.
- The Renter undertakes to conduct a Risk Assessment appropriate for the activity undertaken and to ensure that there is always adequate adult supervision, and event appropriate safety and security measures, during the hire of the premises.
- The Renter accepts the Scout Hall is in good condition and repair and is fit for purpose by the Renter.
- The 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 the Renter. This includes against equipment or items belonging to any party.
- The 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 the Renter or any other party unless an Occasional Licence has been granted by City of Edinburgh Council. Evidence of the granting of such a Licence must be shown to Scouts Goldenacre at least seven days before the date of the hall rental. No “honesty bars” or other similar solutions can be utilised for the supply of alcohol.
- The Renter is responsible for any additional licences required, e.g. an Occasional Licence for the sale of alcohol.
- Any event at the Scout Hall shall be managed by the Renter 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.
- Any event at the Scout Hall must be completed, and the hall fully vacated, by midnight.
- The Renter will not light any fires (this includes items such as fire pits and chimeneas), use any fireworks or play outdoor music without prior written agreement from the Group.

- Renter has been made 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.
- The Renter is aware that no additional heating appliances can be used during the hire period.
- The Group maintains a Public Liability policy, a copy of which is exhibited in the Scout Hall corridor notice board. This provides Hirers Liability cover of up to £1m for accidental damage to a third party's property and/or accidental injury caused by the Occasional Hirer (Renter). Claims are subject to a deductible of £1,000. In the event of any successful claim arising, the Renter undertakes to pay such deductible direct to the claimant.
- If the Renter utilises a third-party service provider (such as a bouncy castle owner, pet zoo, or discos, etc.), the Renter must ensure such service provider holds their own Public Liability insurance cover. A copy of the appropriate insurance certificate should be obtained by the Renter a minimum of 2 days prior to the event and should be sent to the Group Hall Hire Co-Ordinator for information. The Renter to ensure that service provider will display the appropriate insurance certificate at the Scout Hall throughout the hire period.
- The Renter shall not make any alterations to the Scout Hall and at the end of the hire must remove from the property, all litter and waste materials generated during the hire. These are to be safely and securely disposed of offsite. Failure to do so will incur a charge, the “Penalty Charge”, of up to £25 per black rubbish bag of litter collected (or equivalent in volume, in the opinion of the Group, for any non-bagged items). PLEASE NOTE, OUR VOLUNTEERS DO NOT OFFER A HALL CLEANING SERVICE AT THE END OF A RENTAL PERIOD AND, WHILST WE RESERVE THE RIGHT TO IMPOSE THIS CHARGE, THIS PENALTY CHARGE IS NOT ONE WE EXPECT TO LEVY.
- The Renter accepts the hire charge 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 include). Any guidance provided by the Group Treasurer and/or Group Hall Hire Co-Ordinator shall be strictly followed.
- The Renter accepts the kitchen is for limited food and drink preparation. No cooking is allowed without the approval of the Group Hall Hire Co-Ordinator. If approval is given, the kitchen to be fully cleaned following the event 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.

- At the end of the Rental period, and when not directly handing on the Scout Hall to another Renter, the 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 this Letting Agreement and will notify the Renter of its intention to do so as soon as this becomes necessary. In this event, the Group is not liable for any subsequent costs incurred by the Renter.

Hire date(s) and time(s):

Activities undertaken:

Hirer name:

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