

Conditions of Hire-Monkshill-Greater Manchester North County Scout Council

1. Hirers must confine themselves to the rooms and facilities stated in the booking form during the period of hire. If there is a need for additional accommodation or equipment then this must be agreed with the booking secretary prior to use.
2. The hirer is responsible for the safety of all persons attending their event. A full Risk Assessment should be carried out for the premises, grounds, and any activities being undertaken. The hirer should ensure that they have appropriate insurance, since neither the Scout County nor The Scout Association can be held responsible for injuries and accidents however occurred on or off the premises.
3. Hirers should make themselves familiar with the location of fire exits, fire extinguisher locations and all matters relating to safety. A basic First Aid kit is available in the kitchen. There is a telephone for emergency use only in the corridor outside the Morrison room at the western end of the building. The front door should be locked if using the grounds at the back of the building.
4. The Scout County cannot be held responsible for any damage to, or losses from, cars parked within the car park areas or equipment on or off the premises. Vehicles must not be parked on the raised pavements or grass.
5. Hirers should be aware of the of the Scout Associations policy on Safeguarding, child care and protection, and the obligations of the Home Office Code of Practise, which is called Safe from Harm.
6. All accidents, breakage and incidents must be reported to the booking secretary as soon as possible and not later than 24 hours following a period of hire. Accidents must be recorded in the Accident book (available in the kitchen). It would be appreciated if any deficiencies noted are also reported.
7. The Hirer will ensure good conduct and order is maintained whilst using and leaving the premises or grounds No activities which will harm the good reputation of the Scout Movement are to be engaged in. Fire exits and associated staircases must only be used in an emergency.
8. For some events the Scout County will need to obtain a Public Performance Licence. Please consult the bookings secretary and give at least four weeks notice. Users of pre-recorded music are deemed responsible for matters relating to copyright and the obtaining of PPL licenses. It should be noted there is no licence to receive live television broadcasts.
9. **No alcohol** is to be sold or consumed on the premises without prior permission. All parts of the building are deemed to be **no smoking** areas. Outside the building there is a wall mounted 'ash tray' near the porch.
10. Gambling is not permitted on the premises with the exception of Tombola and raffles which are consequential to the main event. Members of the Movement should ensure their District or County has the relevant licence or permit.
11. The hirer is responsible for removing all their own equipment and materials from the building at the end of the event. No liability is accepted for hirers equipment whilst it is on the premises.
12. Hirers using cooking facilities must have due regard for matters of safety and food hygiene and appropriate standards of cleanliness. Please read the instructions carefully for the use of the cooker. Its operation is controlled by an Intelligas safety system. Food must be stored in airtight containers, with clear labelling and where necessary placed in the refrigerators provided. Waste food must be sealed in plastic bags. As the Council do not provide a refuse service could users please remove all waste themselves. Black plastic sacks are provided. All kitchen equipment must be left dean and returned to its place in the kitchen. Where possible please use the recycling containers provided in the kitchen.
13. The hirer is responsible for leaving the rooms used in a tidy state; emptying the waste paper bins, turning off all appropriate lights, taps, gas and electrical appliances used, and locking external doors at night time and on vacating the building .

SIGNED BY HIRER DATE.....



Booking Form for the Hire of the County Headquarters

NAME OF ORGANISATION/GROUP

Scout District/County (if applicable)

PERSON RESPONSIBLE FOR THE BOOKING

CONTACT ADDRESS

.....

..... POST CODE

TELEPHONE NUMBER WITH ALL CODES

E-MAIL

DATE/S REQUIRED

ESTIMATED TIME OF ARRIVAL

ESTIMATED TIME OF DEPARTURE

FACILITIES REQUIRED (Please include details of rooms, catering and car parking etc)

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TOTAL COSTS AGREED

All bookings must be made through the bookings secretary-

Ossie Millar 0161 624 7268 omomom@btinternet.com and are subject to completion of this form.

Signing this form demonstrates acceptance of the conditions of hire contained within it. Payment in full must be made at least three weeks before the event and if there is a need to cancel the event only 50% of the fee will be returned. The County reserves the right to cancel a booking and return all payments in full and to make any extra charges in respect of damages.

SIGNED DATE

Please keep your own copies of this booking form and the Conditions of Hire

rev. June 2011



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