



## Hut Letting Agreement & Terms of Use

This agreement is made between the Trustees of 1st Stonesfield Scout Group (The Owners) and the Hirer named on the Booking Form.

### 1. Booking & Financials

- Hire Rates: All hire time must include the Hirer's setup and pack-down time. Discounted block rates are available. Prices may be varied for members of the Scout Group or regular bookings.
  - £15 for one hour
  - £50 for 4 hours
  - £75 for 8 hours / a day.
- Eligibility: The Hirer must be aged 25 or over and must be present on the premises for the entire duration of the hire.
- Approval: All bookings are provisional until confirmed in writing. We reserve the right to refuse any booking deemed inconsistent with the values of The Scout Association.
- Cleaning Surcharge: The hall must be left in the exact condition it was found. If the premises require professional cleaning following your hire, a charge of £30 per hour will be deducted from the security deposit or invoiced to the Hirer.
- Security Deposit: A refundable security deposit of £150 may be asked for by the trustees.

### 2. Access, Security, and Keys

- Key Responsibility: The Hirer will be issued a key and an alarm code. These must not be shared or duplicated.
- Lost Keys: If keys are lost, the Hirer is liable for the full cost of a locksmith and replacement of all affected locks and keys.
- Lock-up: The Hirer is responsible for ensuring all windows are latched, the alarm is set, and all external doors are double-locked upon departure.
- Right of Entry: Trustees reserve the right to enter the premises at any time during the hire to ensure compliance with these terms.
- CCTV: we have CCTV running inside and outside of the hut that is recorded and monitored.

### 3. Safety and Insurance

- Insurance: The Scout Group's insurance covers the buildings and property of the Scouts. Personal belongings are at the hirer's risk or under their own insurance.
- Fire Safety: The Hirer is the "Responsible Person" and must brief all attendees on the Fire Safety Plan, exit routes, and the assembly point. **Nothing flammable or a fire risk should be stored on the premises.**
- Electricals: Any electrical equipment brought onto the premises must be safe and in good working order.
- First Aid: The Hirer is responsible for providing their own First Aid kit and reporting any accidents to the Trustees within 24 hours.

### 4. Safeguarding

- The hirer acknowledges they have the primary responsibility for safeguarding those attending their activity. They must have their own safeguarding policy in place (if they are an organization) or agree to follow the principles of the Scout Association's safeguarding policy.
- For groups working with children, the hirer must confirm that all staff/volunteers have undergone appropriate criminal record checks (e.g., DBS in the UK).
- **The hirer must notify the Trustees immediately if any safeguarding incident occurs on the premises.**

### 5. Restrictions and Conduct

- Scouting Property: Use of Scouting equipment or entering marked storage areas is strictly prohibited.
- Alcohol & Smoking: No alcohol is permitted unless specifically agreed in writing. The entire site is a Strictly No Smoking and No Vaping zone.
- Noise & Neighbors: Please respect our neighbors. Music must cease by the agreed time, and guests must leave the site quietly.
- Flooring: To protect the floor, no sports studs or stiletto heels are permitted.
- Sub-letting: The Hirer shall not sub-let or share the premises with any third party.
- Access and parking: The Hut is remote and down an unpaved track that is unsuitable for vehicles. We advise viewing the access before booking and making provisions for carrying materials down the track where possible. There is a public right of way past the hut and this must not be blocked. Parking for guests should be in designated parking spaces in the village and not blocking access for neighbours on Churchfields and surrounding roads.. **There is definitely no visitor parking at the hut.**

### 6. Utilities and Waste

- Utilities. Electricity is Included in the fee. Please ensure the heating is left as instructed, the water is turned off as instructed, and all lights are switched off before leaving.
- Rubbish: **There is no waste collection at the Hut.** The Hirer must take all rubbish (including recycling) home for disposal. Please do not use the public bins on the lane as these are for dog waste.

### Acceptance

By paying the hire fee or taking possession of the keys, the Hirer agrees to be bound by these Terms and Conditions.

# Booking form

Please complete and return, or fill out online at <https://forms.gle/Ygcj2jo5Hj3Bxk8w8>

## 1. Hirer Details

- Name of Hirer (The Responsible Person): \_\_\_\_\_
- Organization (If applicable): \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Event Details

- Date of Hire: \_\_\_\_\_
- Start Time (including setup): \_\_\_\_\_ End Time (including pack-down): \_\_\_\_\_
- Purpose of Hire: \_\_\_\_\_
- Estimated Number of Attendees: \_\_\_\_\_

## 3. Commercial / Business Use

- Is this a for-profit/business booking? ☐ Yes ☐ No
- If Yes, do you have Public Liability Insurance? ☐ Yes ☐ No

## 4. Hire Fees & Deposit

| Rate Type             | Price                     | Total (£) |
|-----------------------|---------------------------|-----------|
| Standard Hourly Rate  | £15 per hour              |           |
| Discounted Block Rate | £50 for 4 hours           |           |
| Discounted Day Rate   | £75 for 8 hours / one day |           |

- Refundable Security Deposit: £\_\_\_\_\_
- Payment Method: ☐ Bank Transfer ☐ Other: \_\_\_\_\_

## Payment details

1st Stonesfield Scout Group

Sort Code: 30-99-50 (Lloyds) Account No: 60435763

## Declaration & Agreement

I, the undersigned, confirm that I have read and agree to the 1st Stonesfield Scouts Letting Agreement & Terms of Use. I agree to be the Responsible Person for Fire Safety covering all necessary fire requirements. I agree to ensure that all people attending the Scout Hut will abide by these conditions, together with any other specific conditions made by the Trustees.

In particular please note:

- The £30 per hour cleaning surcharge if the hall is not left as found.
- The requirement to remove all rubbish from the site.
- My responsibility for the security of the keys, alarm code, and fire safety.
- The strictly no smoking/vaping policy on the entire premises.
- Vehicular access is severely restricted and not advised.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## For Office Use Only

- ☐ Booking Approved
- ☐ Deposit Received
- ☐ Proof of Insurance Seen (if applicable)
- ☐ Keys Issued (Date: \_\_\_\_\_)
- ☐ Keys Returned & Hall Inspected (Date: \_\_\_\_\_)

## Associated Documents

1. [Emergency Procedures](#)
2. [Scout Hut Fire Risk Assessment](#)