

169th Bristol (Brentry) Scout Group – Headquarters Hire Instructions

1. The hire period will be as stated on your Hire Agreement. The building will be opened and closed on these times.
2. If you wish to deliver goods or equipment outside the agreed Hire Period, please speak with the Booking Secretary who will arrange if possible.
3. The 169th Scout Group do not cover any insurance for personal property, goods or equipment brought into the building by the Hirer. Hirer to provide own insurance.
4. The building Hire Agreement provides for the use of the Hall, Kitchen, Toilets, the hire does not include any other room within the building.
5. Sleepovers will be for registered youth groups only and copies of all Leaders current CRB certificates need to be provided at the time of signing the Agreement.
6. The Hire does include the use of the Car Park and the rear grassed area.
7. Scout equipment is not generally available for use or hire, other than tables and chairs.
8. Kitchen cutlery and crockery is available for use during the hire.
9. The kitchen is to be used for food and drink preparation only,
10. Chopping boards are provided for food preparation, please use at all times. **DO NOT CHOP ON THE WORK SURFACES.**
11. No fires are permitted in the grounds unless prior approval has been granted. If granted the Hirer will need to provide their own wood for burning. BBQ's are permitted.
12. The Building and Grounds are strictly non-smoking areas. Smoking will only be permitted outside the main gates.
13. The use of bouncy castles will be permitted with prior agreement. The Hirer is required to indemnify the Scout Group for all use.
14. The building is to be cleaned and left tidy by the agreed closure time, to ensure the facility can be locked on time.
15. Heating will be provided if the temperature is below 18 degrees. There are independent heaters in the Hall if the temperature drops suddenly, which the User can operate.
16. The building will be inspected for damage before and after your departure. Any replacement or repairs will be deducted from any deposit paid. Your cash deposit will be repaid seven days after cessation of the Hire Period.
17. Dogs and pets are not permitted in the facility during the hire. Registered Guide Dogs are permitted; please note the facility does not have a Guide Dog secure fenced toilet area.
18. In case of an emergency there is telephone by the front door.
19. In the event of fire, exit the building and assemble across the road (Tranmere Avenue) phone the Emergency Services and take a role call.
20. Young people under the age of 18 years are not to be left in the facility unsupervised.
21. Any music being played must be kept to a civilised level during the day and to a minimum level after 10pm, this being a residential area. Failure to comply with this request may result in the electricity being turned off. The Leaving time is 11pm, please ensure you leave plenty of time to pack and clean up.
22. The 169th Scout Group is not licensed to sell alcohol.
23. Prior to leaving the building close all windows and doors. Wait for an official to arrive to lock the building and gate.
24. **PLEASE TAKE YOUR BAGS OF RUBBISH HOME WITH YOU; WE ONLY HAVE A SMALL BIN FOR SCOUT USE ONLY.**
25. Thank you for your assistance in these matters.

With kind regards,

The 169th Bristol (Brentry) Scout Group, Scout and Parent Committee.