

1st Hoveton and Wroxham Sea Scouts



Hire Agreement for Scout Headquarters Nobel Crescent, Wroxham, NR12 8SF

Introduction

This document is the letting agreement between the 1st Hoveton and Wroxham Sea Scout Group Board of Trustees (**Group**) and persons or organisations hiring the HQ building in Nobel Crescent, Wroxham (**Hirer**). It sets out the responsibilities of both parties and gives details of the facilities available to **Hirers**.

The premises may be let for one off events, or for regular events or for camping. Evening lets are not normally available as the building is used for Scouting at this time. Some weekends are also used for Scouting, and Scouting activities take precedence over lettings in all cases.

Hirers are normally given access to all rooms in the building with the exception of storage areas, and to the grounds as part of the letting. There is no access to the Boat Shed, other sheds or to the shipping container unless specifically agreed with the **Group**. Use of the Annexe building may be included in the letting with the agreement of the **Group**.

Costs

For one off or regular lettings in daytime £10 per hour

For camping charges are per person £5 per head per night

Activity Costs

The Group has a number of activities available for visiting groups/hirers of our facilities. These must be booked in advance and are subject to availability. We may be able to provide instructors for some events, but this is subject to availability so please check in advance:

Use of Climbing Wall with instructors provided:	POA
Use of climbing wall hirer's own certified instructors:	POA
Archery with instructors provided:	POA
Archery with hirer's own certified instructors:	POA
Rifle shooting with instructors provided:	POA
Rifle shooting with hirer's own certified instructors:	POA
Kayaks with instructors provided:	£20 plus £3 per craft
Kayaks with hirer's own certified instructors:	£3 per craft

Facilities

Separate male and Female toilets and showers

Accessible toilet and shower.

Kitchen with range cooker, fridge, freezer, microwave, sink and hand washing sink.

Large main hall 13.4 x 8.6m.

Two smaller meeting rooms upstairs.
Annexe building in grounds.
WiFi internet
Hot water.
Outside washing up sinks and water taps.
Camping field
Camp fire area.
Car park.

Health and safety general

A site risk assessment has been completed for the site and is available on the **Group** website at <https://www.hovetonandwroxhamscouts.org.uk/risk.htm> The **hirer** must ensure that the activities undertaken by them on site have a suitable and sufficient risk assessment in place. The **Group** is not responsible for the activities of the **hirer**.

Fire safety

The site has a fire alarm and firefighting media within the premises, and this is inspected annually. The **hirer** must ensure that all those visiting the site are informed of the emergency muster point (across the road opposite the main gate) and for any **hirer** staying for more than 24 hours, a drill is carried out within 24 hours of arrival and recorded in the fire logbook.

Emergency arrangements

The **hirer** is responsible for their own provision of first aid, and equipment, although a first aid box is located in the main building and another in the Annexe if needed.

The **hirer** is responsible for the provision of any sharps boxes and their removal should a person in attendance have a medical condition that requires the use of sharps (needles etc).

Hirers renting the H.Q. for events where there are members of the general public must ensure there is a designated person responsible for the safety of the public.

In the event of any accident, the incident must be reported to the Group Lead Volunteer and entered in the Accident Book

Local medical facilities

- Minor injuries unit Cromer: Mill Road, Cromer, NR27 0BQ Tel 01603 646200
- Hospital: Norfolk and Norwich University Hospital, Tel 01603 286286
- Hospital: James Paget University Hospital, Tel 01493 452452

Damages

The **Group** will accept fair wear and tear, however, Group items damaged or lost during the letting will be 100% recoverable.

Should damage or loss occur please notify the booking secretary at the earliest opportunity, so action to repair or replace can be undertaken.

The **hirer** must have in place adequate insurance for the activities they wish to undertake at the letting.

Responsibilities of the hirer

During the letting the hirer will be responsible for the security of the premises. When left unattended, the buildings must be secured and the key placed back in the key safe box. The intruder alarm must be set.

The **hirer** prior to any event, if required, must have in place any associated licence or permit needed. The **Group** will not act on behalf of the hirer.

The **hirer** will nominate a main point of contact so any communication during the letting can be passed on.

The **hirer** is responsible for the behaviour of all persons on site during the letting period. If behaviour is deemed unacceptable by the Group, the **hirer** may be asked to leave the site. No refunds will be made if this happens.

The **hirer** is responsible for the removal of all waste produced because of their stay.

On completion of the hire the **hirer** is responsible for leaving the site and buildings, in a clean and tidy condition, floors swept, and areas mopped where applicable.

In the event of a hiring to which children are admitted, the **hirer** shall observe the provisions of the Parliamentary Children's Acts, in respect of the presence of adult attendants and the **hirer** shall indemnify the **Group** in respect of any liability that may be incurred by them, owing to any breach non-observation or non-performance of any of the requirements of that legislation.

For evening hires, use of the H.Q. must end by 11.00p.m. and the premises completely vacated by this time. It is requested that persons leaving evening functions respect the residential nature of the area.

For camping hires, noise after 11.00pm should be kept to a minimum and the residential nature of the area must be respected.

The **hirer** must ensure that no electrical or other fitting and furniture are altered, removed, damaged or in any way interfered with. No additional heating appliances are permitted.

The **hirer** will ensure that all crockery is washed and stored in the correct place. Please note tea towels are NOT provided.

SUB-LETTING is not permitted.

SIGNS are not to be affixed to walls with sellotape, blue tack, or similar materials.

If the **hirer** wishes to cancel a booking before the date of the event, the question of payment or repayment of the fee shall be at the discretion of the **Group** Board of Trustees.

The **hirer** shall ensure that no animals except guide dogs are brought into the building.

Smoking

The **Group** operates a no smoking policy within the building. Smoking must only take place outside and away from camping areas. All cigarette stubs are to be collected and removed.

Applications for hire

Applications for hire of the Scout H.Q. must be made to the Group Lead Volunteer, Terry Hughes, Keepers Cottage, Beeston Park, Neatishead, NR12 8BH. Tel 07786 832117.
e-mail terryjhughes63@gmail.com

Scouting activities will have preference over any booking made for the hire of the Headquarters. As much notice as possible will be given by the **Group** to the **hirer** if such an occasion arises.

The **Group** reserves the right to refuse any particular application The H.Q. will not be let to anyone under 21 years of age.

The **Group** does not under any circumstances accept responsibility or liability in respect of damage to, or loss of property or articles placed, or left on the premises by the **hirer** or any other person attending the function.

Payment

Payments should be made by bank transfer to the following:

Barclays Bank. Sort Code: 20 99 21 Account number: 60178004

Account Name: 1st Hoveton and Wroxham Scout Group

Please include your name in the Reference Box or we will not know who it is from.

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Application form

Please complete the form below. By completing the form, hirers agree to the rules and responsibilities set out in this document.

ORGANISATION

DATE OR DATES REQUESTED

TIME FROM: TO

TYPE OF EVENT

DECLARATION:

I, the undersigned, being over 21, undertake to be responsible, or to appoint a responsible person, ensure that the above letting is conducted in an orderly fashion and in accordance with the conditions of hire in this document.

Signed:

Date:

Please return this form to the Group Lead Volunteer, Terry Hughes, Keepers Cottage, Beeston Park, Neatishead NR12 8BH. Tel 07786 832117 e-mail: terryjhughes63@gmail.com