

HUTTON SCOUT HUT

These standard conditions apply to all hirings of
Hutton Scout Hut. St Mary's Field, Hutton. BS24 9QR
If the Hirer is in any doubt as to the meaning of the following, the Clerk to
Hutton Parish Council should be consulted on 01934813871 or
clerk@huttonsomerset.org.uk

Emergency contact number during hiring - see main noticeboard in the scout hut

The Hiring Agreement constitutes permission only to use the premises and surrounding grounds, and confers no tenancy, or other rights of occupation, on the Hirer.

The Hirer should examine the 'Hutton Scout Hut' - Useful Information' book that is kept in the hut, as this provides key information about the building and facilities, it should be referred to on initial entry to the Scout Hut.

1. Use of premises General

The Hirer is required to respect the condition of the property, and to leave it in the same state of cleanliness and tidiness as it was found. They are also expected to have due regard for nearby properties, as well as the surrounding fields and countryside. **Smoking is forbidden in, or around, the building.**

The premises may only be used for the purpose described in the 'Booking Form & Hire Agreement'. The premises may not be sub-hired, used, or allowed to be used, for any unlawful purpose, or in any unlawful way. This includes the consumption of alcohol, without prior permission. The selling of alcohol on the premises is forbidden unless the Hirer has obtained the appropriate licence.

The hirer is responsible for all activities carried out during the hiring and that they comply with any pertinent regulation or licence. This includes responsibility for the supervision of the premises they have hired, the fabric and contents, their care, health and safety from damage, change, or injury of any sort, and the behaviour of all persons using the building, whatever their capacity.

In the case of destruction, damage, or loss by theft, or attempt thereof, the Hirer must immediately notify the police. In the event of any occurrence likely to give rise to a claim, or upon receipt by the Hirer of notice of claim, the Hirer shall **immediately notify** Hutton Parish Council via the Management team on emergency contact number and provide all information that the Council, as owners, requires.

The Hirer must not do anything, or bring anything onto the premises, that may endanger the building; or invalidate the Group's insurance policy covering it. This includes not bring, or using, highly flammable substances in any part of the premises. Likewise, no internal decorations of a combustible nature (e.g. polystyrene, cotton wool), must be used or erected without the consent of the Parish Council contact. No decorations are to be put up near light fittings or heaters.

Hutton Parish Council reserves the right of free admission during the period of hire to observe compliance of these Conditions of Hire. Any complaints concerning the premises must be made, as soon as possible, in writing to Hutton Parish Council

Safety

The arrangements to ensure the safety of the public, and general users of the premises, are set out in Sections 2, 3 and 4; these must be fully complied with. The maximum permitted number of people allowed in the premises is 80, including the organisers and any performers.

Only the heating appliances provided by Hutton Parish Council may be used on the premises. **Please see notice on heating controls posted in the building. Please ensure that heating is turned down on completion of hiring.**

Accidents involving injury to the public, or to anyone using the hut while on hire, must be reported to the Hutton Parish Council contact, as set out in Section 5.

Any significant failure of equipment belonging to Hutton Scout Hut must be notified to the Hutton Parish Council contact as soon as possible.

End of hire period

At the end of the hire period, the Hirer must vacate the premises and remove their equipment and other property (other than stored equipment), no later than the agreed time and date; leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise; and any contents temporarily removed from their usual positions properly replaced, otherwise Hutton Parish Council may make an additional charge. Please ensure that toilets are clean prior to departure.

All lights, taps and appliances are to be turned off. Heating controls to be left as found and all doors and windows locked and secured. Any notices or articles stuck to walls etc. must be removed and any marks or damage made good.

It is a condition of the hire that any rubbish is removed from the site and not placed in the black plastic bins as these are for the sole use of our long-term hirers.

Any breakage of, or damage to, equipment belonging to Hutton Scout Hut must be notified to the Hutton Parish Council contact by the Hirer, when returning the key. Breakages, damage, and/or additional cleaning that may be required, must be paid for.

2. Public safety compliance

On their initial entry to the Hutton Scout Hut, the Hirer must check that there are no obvious fire hazards on the premises, and using the information in the Useful Information' book, make themselves aware of the:

- location of all escape routes - *then make sure that they are kept free of obstructions.*
- method of operation of the escape door fastenings;
- location of the fire assembly point.
- location of fire doors - *then make sure that they are kept closed when not in use.*
- location of the firefighting equipment - *and that they know how to use them.*
- action to be taken in event of fire - *by reading the details on the Fire Information notices*

Everyone using the Hutton Scout Hut, during the hire period, must be made aware of the above arrangements and understand the importance of them.

3. Outbreaks of fire or electrical fires.

The Fire Brigade shall be called immediately to any outbreak of fire, however slight.

The incident must also be **immediately notified** to the **emergency number shown on the noticeboard**

Details of the direct actions to be taken, should a fire occur, are given on the Fire Information notices displayed in the hut. There is also a copy of the notice in Information book.

4. Health and hygiene

The Hirer must, if preparing, serving, or selling food, observe all the relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat used on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. A refrigerator is provided for this purpose.

5. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public or to anyone using the hut while on hire, to the Hutton Parish Council contact **as soon as possible**; and complete an Accident Record Form from the Hutton Scout Huts' Accident Book. A small first-aid kit is located in the kitchen and may be used by persons with knowledge of first aid. Certain types of accident and/or injury must be reported to the authorities, in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR).

Any significant failure of equipment belonging to Hutton Scout Hut, or brought in by the Hirer, which may be reportable under RIDDOR; must also be notified to the Hutton Parish Council contact **as soon as possible**.

6. Insurance and indemnity

In the event of the premises being rendered unfit for the use it was hired, Hutton Parish Council shall not be liable for any loss whatsoever.

7. Covid safe environment

The Scout Hut is now subject to revised regulations for Covid Safety. It is MANDATORY to wear face coverings unless exempt by age, medical reasons or partaking in exempt activities i.e. eating/drinking, exercise, dancing or singing. It is the responsibility of organisers to ensure that these regulations are complied with.

To the extent permitted by the Unfair Contract Terms Act, Hutton Parish Council accepts no liability for any injury to persons, loss or damage to property brought onto the premises or for any consequential loss.

The Hirer shall indemnify Hutton Parish Council for the cost of repair of any accidental or wilful damage to any part of the building, or to any contents in or around the building; or loss of property, or injury to persons, which may occur during the period of hire, as a result of the hiring. Hutton Parish Council reserves the right to take legal action to reclaim monies owing.

Hutton Parish Council is insured against any claims arising out of its **own** negligence.

B Poole - Clerk to Hutton Parish Council

Hutton Parish Council
Conditions of Hire