1st Douglas Scout Group
Scout Hall Hire Agreement

Address**:** Scout Hall, Lane Along School, Demesne Road, Douglas, Isle of Man, IM1 3DU

This agreement sets out the terms and conditions for the hire of the Scout Hall by external users.

1. The Parties

This agreement is between:

The Trustees of 1st Douglas Scout Group ("the Trustees")
and
The Hirer (the individual completing the booking).

The Hirer must be **18 years or over** and will be the responsible person for the duration of the hire.

2. Booking and Payment

Bookings are made via the 1st Douglas Website, email, or other agreed communication to the person responsible for managing the hall bookings.

When not in use for scouting activities, the hall is available to hire:

- Mornings (09:00-12:30) - £45
- Afternoons (12:30-16:30) - £45
- Evenings (17:30-21:00) - £40
- All Day £80
- Scout Group Overnight Hire (To be arranged with Trustees)

The hall is used most weekday evenings for scouting activities during the school term.

Cancellations made **7 days or more** before the booking will receive a full refund.

The Trustees reserve the right to cancel any booking at their discretion.

3. Deposit (Alcohol-Related Bookings)

A **£100 refundable deposit** is required where alcohol will be consumed.

The deposit may be retained (in full or part) to cover damage, cleaning, or breaches of this agreement.

4. Use of the Premises

The hire includes use of:

- Main Hall
- Kitchen
- Court of Honour Room
- Stores
- Toilets

The Hirer agrees:

- To use the premises only for lawful purposes
- Not to exceed the **maximum occupancy of 50 persons**
- To ensure all activities are conducted safely and responsibly

5. Responsibility and Liability

The Hirer is fully responsible for the conduct of all persons attending during the hire period.

The Hirer accepts responsibility for any damage to the building, fixtures, fittings, or equipment, however caused.

The Trustees accept no responsibility for loss, theft, or damage to personal belongings.

6. Insurance

Organisations or businesses hiring the hall must hold adequate public liability insurance.

Private hirers (e.g. parties) are not required to hold insurance but remain fully responsible for any damage or incidents.

7. Safeguarding

Where activities involve children or vulnerable persons, the Hirer must either:

- Provide their own safeguarding policy, or
- Agree to follow The Scout Association safeguarding principles

The Hirer is responsible for always ensuring appropriate supervision and safeguarding.

8. Health and Safety

The Hirer agrees to:

- Familiarise themselves with fire exits and evacuation procedures
- Keep all exits and access routes always clear
- Ensure safe use of all areas and equipment

Basic first aid equipment is available on site. The Hirer is responsible for providing any additional first aid provision required for their activity if required.

If there are any incidents or near misses, they must be reported to the Trustees. This can be done via the Incident Reporting QR code. This is especially important if any equipment is used from the First Aid kit to ensure they are replenished.

Damage must be reported using the relevant QR codes around the premises.

9. Kitchen Use

The kitchen and its equipment (including cookers, microwaves, and urns) may be used.

All use is entirely at the Hirer's own risk.

The Hirer is responsible for ensuring that anyone using the kitchen is competent to do so.

10. Food and Catering

Hirers may prepare food or bring external catering.

The Hirer is fully responsible for food hygiene and safety compliance.

11. Alcohol

Alcohol may be consumed on the premises for private use only where there are only over 18s present.

Alcohol must not be sold unless the Hirer has obtained the appropriate licence.

Where alcohol is present, the £100 deposit applies.

The trustees may decline any bookings where alcohol is consumed at their discretion without giving any reasons.

12. Noise and Neighbours

The Hirer must:

- Keep noise to a reasonable level
- Be respectful of neighbouring properties

13. Cleaning and Condition

The Hirer must leave the premises in a clean and tidy condition.

Failure to do so may result in additional cleaning charges.

Cleaning Checklist:

- All rubbish removed and disposed of properly
- Floors swept and spills cleaned
- Kitchen surfaces wiped and appliances cleaned
- Toilets left clean and tidy
- Tables and chairs returned to original positions
- Lights switched off
- All windows and doors secured

14. Access and Security

Access arrangements will be agreed in advance with the Trustees.

The Hirer must ensure the premises are secure at the end of the hire unless otherwise agreed.

15. Prohibited Activities

No illegal activities are permitted on the premises

Smoking and vaping are not permitted inside the building

16. Right to Refuse or Cancel

The Trustees reserve the right to:

- Refuse any booking
- Cancel a booking at their discretion

17. Governing Law

This agreement shall be governed by and interpreted in accordance with the laws of the Isle of Man.

18. Acceptance

By confirming a booking (including via email), the Hirer agrees to abide by these terms and conditions.