



5th Risca Scout Group

Terms of Use and Hiring Policy

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5th Risca Scout Hut

Terms of Use and Hiring Policy

These Terms of Use apply to all individuals, groups and organisations hiring or using the 5th Risca Scout Hut and its facilities. By booking the premises, the hirer agrees to comply with these terms and accepts responsibility for the property and facilities during their period of hire.

1. Responsibility of the Hirer

The hirer is responsible for the behaviour of all members of their group, guests, children and visitors during the hire period.

The hirer must ensure that the building, grounds, equipment and facilities are used responsibly and only for the purpose agreed at the time of booking.

The hirer must remain on the premises for the duration of their booking and must not allow the premises to be used by another group or individual without prior agreement.

2. Hall

The hall must be used with care and consideration.

- Furniture and equipment may only be moved when necessary and must be returned to its original position before leaving.
- Nothing should be attached to walls, doors, ceilings or other surfaces using anything that may cause damage.
- No glitter, confetti, silly string, smoke bombs or similar materials may be used inside the hall.
- Food and drink may be consumed in the hall, provided that the area is thoroughly cleaned afterwards.
- Children must be supervised at all times.
- The hall must be left clean, tidy and ready for the next user.

3. Kitchen

The kitchen may be used by hirers during their booking.

- All kitchen equipment must be used safely and appropriately.
- Ovens, hobs and other electrical appliances must not be left unattended while in use.
- All crockery, utensils and equipment used must be washed, dried and returned to their proper places.
- Work surfaces, sinks, floors and appliances must be cleaned after use.
- All food and personal belongings must be removed at the end of the hire.
- The fridge must not be used to store food or drink after the end of the booking.
- Any spills, breakages or damage must be reported to the Scout Hut contact as soon as possible.

4. Fire Pit

The fire pit may only be used with prior permission and in accordance with any instructions given by the Scout Hut.

The hirer is responsible for ensuring that the fire is supervised by a responsible adult at all times.

- Only suitable materials may be burned.
- Fires must never be left unattended.
- Do not use the fire pit unless previously agreed on booking.
- The fire must be completely extinguished before the hirer leaves the premises.
- The surrounding area must be left clean and free from rubbish.
- No hot ashes or burning materials may be disposed of in general rubbish bins.
- The fire pit must not be moved from its designated position.

5. Projector and Other Equipment

The projector and any other Scout Hut equipment made available to hirers must be treated with care.

- Equipment must only be used for its intended purpose.
- Hirers must not attempt to repair, dismantle or alter equipment.
- Any cables must be positioned safely to prevent trips.
- Equipment must be switched off and returned to its proper place at the end of the booking.
- Any damage or malfunction must be reported immediately.

The hirer may be charged for the repair or replacement of equipment damaged through misuse or negligence.

6. Fire Safety and Emergencies

The hirer must familiarise themselves with the location of fire exits, fire extinguishers and other emergency equipment before using the premises.

Please note: there is no smoke alarm on site.

In the event of a fire, shout “fire, fire, fire!”

The fire assembly point is in the main car park.

Fire exits and escape routes must be kept clear at all times.

The hirer must not interfere with, move or disable fire safety equipment.

In the event of a fire or other emergency, the hirer is responsible for ensuring that everyone leaves the building safely and follows the appropriate emergency procedures.

7. Smoking, Alcohol and Illegal Substances

Smoking and vaping are not permitted anywhere on the premises.

Illegal drugs or substances must not be brought onto or used on the premises.

Alcohol may only be consumed where this has been agreed with the Scout Hut in advance and where the hirer complies with all applicable licensing and legal requirements.

8. Rubbish, Cleaning and Leaving the Premises

The premises must be left in the same condition in which they were found.

All rubbish and waste produced during the hire must be removed from the property by the hirer at the end of the event. The Scout Hut's bins must not be used for rubbish generated by private hires or events.

This includes, but is not limited to, food waste, drinks containers, packaging, decorations, disposable tableware, craft materials and other waste produced during the hire.

Before leaving, the hirer must ensure that:

- All rubbish and waste has been removed from the property.
- Floors are swept/cleaned where necessary.
- Tables and chairs are cleaned and returned to their original positions.
- The kitchen has been cleaned and all equipment put away.
- Toilets are left clean and tidy.
- All personal belongings and decorations have been removed.
- The hall and other areas used are left clean and tidy.
- All lights, appliances and equipment are switched off.
- Doors are securely closed.
- The property and grounds are left secure.

An additional cleaning/tidying charge may be applied if the premises are not left in a clean and tidy condition. This includes situations where rubbish, food, decorations or other waste is left anywhere on the property. The amount of any additional charge will depend on the level of additional cleaning or work required.

9. Damage and Breakages

Any damage, breakage, loss or other problem involving the building, grounds, furniture, fixtures, fittings or equipment must be reported to the Scout Hut contact as soon as possible.

The hirer may be liable for the reasonable cost of repairing or replacing property that has been damaged, lost or broken during their hire period as a result of misuse, negligence or failure to follow these Terms of Use.

Hirers must not attempt to conceal damage or dispose of broken items without reporting them.

10. Noise and Consideration for Neighbours

Hirers must be considerate of neighbouring properties and keep noise at a reasonable level.

Doors should be kept closed where necessary to minimise noise, particularly during evening bookings.

The grounds must not be used for excessively noisy activities outside the agreed hire period.

11. End of Hire Period

Hirers must vacate the premises promptly at the end of their booked time.

Additional time must not be used without prior agreement, as another group may be booked to use the premises immediately afterwards.

The hirer is responsible for ensuring that the building is securely locked as instructed.

12. Failure to Comply

Failure to comply with these Terms of Use may result in:

- Additional cleaning or repair charges.
- Cancellation of future bookings.
- Refusal of future use of the Scout Hut.

Serious or repeated breaches may result in the hirer being prohibited from hiring the premises in the future.

13. Agreement

By making a booking, the hirer confirms that they have read, understood and agreed to these Terms of Use.

The hirer accepts responsibility for the premises, grounds and equipment for the duration of their booking and agrees to leave the property **clean, tidy, secure and in the same condition in which it was found**.

5th Risca Scout Group reserves the right to amend these Terms of Use where necessary.



Lowri Thompson
(Group Lead Volunteer)