

# Wiltshire Scout Centre

## Booking Pack



## Conditions of Hire for Wiltshire Scout Centre

The term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. **Use of Premises.** THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement, and shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, or do anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol thereon without a licence.
2. **Unfit for Use** In the event of the Centre or any part thereof being rendered unfit for the use for which it has been hired, the County Executive shall not be responsible to the hirer for any resulting loss or damage.
3. **Cancellation.** The County Executive reserves the right to cancel this hiring in the event of there being an unforeseen urgent need for the use of the centre, in this case the Hirer shall be entitled to a refund of any deposit already paid.
4. **Cancellation by the HIRER.** If THE HIRER wishes to cancel the booking before the date of the event and the County Executive is unable to conclude a replacement booking, the question of payment or repayment of the fees shall be at the discretion of the County Executive
5. **Refusal of Booking.** The County Executive reserves the right to refuse a booking without notice or to cancel this hiring agreement either before or during the term of this agreement upon giving 7 days notice, in writing, to the hirer. THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as has been paid by the hirer to the Centre Committee. The County Executive shall not be liable to make any further payment to the hirer.
6. **End of Hire.** THE HIRER shall be responsible for 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 the County Executive shall be at liberty to make an additional charge.
7. **Public Safety Compliance.** THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, The Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.
8. **Indemnity.** THE HIRER shall indemnify the Wiltshire Scouts County Executive for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings that may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims that may lie against him or her (or the organisation if acting as a representative) whilst using the centre and any additional equipment brought to the premises and left onsite.

9. **Supervision.** THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction to others.
10. **Health and Hygiene.** THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. For details of legislation see Wiltshire Council web site Food Hygiene Legislation.
11. **Compliance with the Children Act.** THE HIRER shall ensure that any activity for children under eight years of age complies with the current legislation in respect of safeguarding children and that only fit and proper persons have access to the children
12. **Accidents and Dangerous Occurrences.** THE HIRER must report all accidents involving injury to the public to the Centre Co-ordinator as soon as possible. Any failure of equipment either belonging to the centre or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form (obtainable from the Centre Co-ordinator) to the local authority. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
13. **Electrical Appliance Safety.** THE HIRER shall ensure that any electrical appliance brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner. Where a residual circuit breaker is provided under terms of PEL or CPL, the hirer must make use of it in the interests of public safety.
14. **Noise.** THE HIRER shall ensure that the minimum of noise is made on arrival and departure
15. **Licences.** THE HIRER shall be responsible for complying with the conditions set by the County Executive where sale of alcohol is to occur on the premises. Under no circumstances is alcohol to be supplied to anyone under the age of 18 years.
16. **Gaming, Betting and Lotteries.** THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries
17. **Sale of Goods.** THE HIRER shall, if selling foods on the premises, comply with the Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on manufacturer's Recommended Retail Prices
18. **Animals.** THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed by the County Executive. No animals whatsoever are to enter the kitchen at any time.
19. **Room Use.** It is only permitted to attach items to the walls either on the boards provided or the rails around the walls. No sellotape to the walls please. Any damage to paintwork will incur additional costs. Please

ensure that all windows are shut on leaving and projector's and lights turned off.

20. **Fire System.** The building is fitted with fire activation points, smoke & heat detectors. On activation, after the building is cleared and all users meet at the Fire Point, ( next to the Flag Pole, rear of building), the control panel, next to the main door will indicate the location of the incident. **THE FIRE SERVICE WILL NEED TO BE CALLED by THE USER.**

Please beware that ventilation is required in the **Kitchen** when in use, otherwise activation will occur, which also shuts off that room's electric and Gas supplies.

21. **When Camping.** It is assumed that hirers using the camping facilities will be using chemical toilets, complemented by the outside toilet block. If the building is occupied by others at the same time as young people are camping then the internal toilets will be out of bounds to safeguard the young people.

22. **Car Parking.** All vehicles must be parked in the provided parking areas and not on the roads approaching or outside the Scout Centre. Additional parking is available inside the camping field, using the bottom gate.

23. **Grounds.** The area permitted for use is as per the attached plan of the site with the boundary to the South being the brook. The fields to the south of this are **Out of Bounds** and **No Access** is permitted without arranging for consent from the land owner. No dams, bridges are permitted across the brook.

24. **Campers Information Sheet.** All hirers of the camping fields or building will be issued with a leaflet entitled "**Information for your stay**". Please ensure that all users are made aware of the contents.

**Wiltshire Scout Centre Letting costs  
(County Executive)**

**Available for lettings (based on the plan of the building)**

Area 1  
Area 2  
Areas 1&2 together  
Second Hall (3)  
Conference Room (4)\*\*  
Covered Activity Area (lid)  
Kitchen

As dining room is unable to be locked off it will be available to all internal lettings this will include the use of the drink kitchen in the far left corner of the dining area  
The assumption is that all of these charges are based on hirer providing own technical support and equipment and also all catering requirements. Per day charges are based on a letting from 08.00 - 18.00 or similar 10 hour period

**\*\* Conference Room** - Only conference's/meetings will be permitted in this room and therefore will not be available for use outside this remit, when the whole building is hired for Scout activities/sleepover/events.

**For the latest booking costs please refer to the separately published list.  
Prices are reviewed each year and valid from 1<sup>st</sup> January to 31<sup>st</sup> December**

**Camp Site Fees.**

This is per person camping per night and will allow access to the showers and toilets in the outside area (Campers Toilet Block) and also applies to those staying in the building when used as sleeping accommodation.

**For the latest costs please refer to the separately published list.**

**Nights Away Fees.**

This is applicable to all who use the Scout Centre when used as sleeping accommodation and is per person per night and will allow access to the showers and toilets.

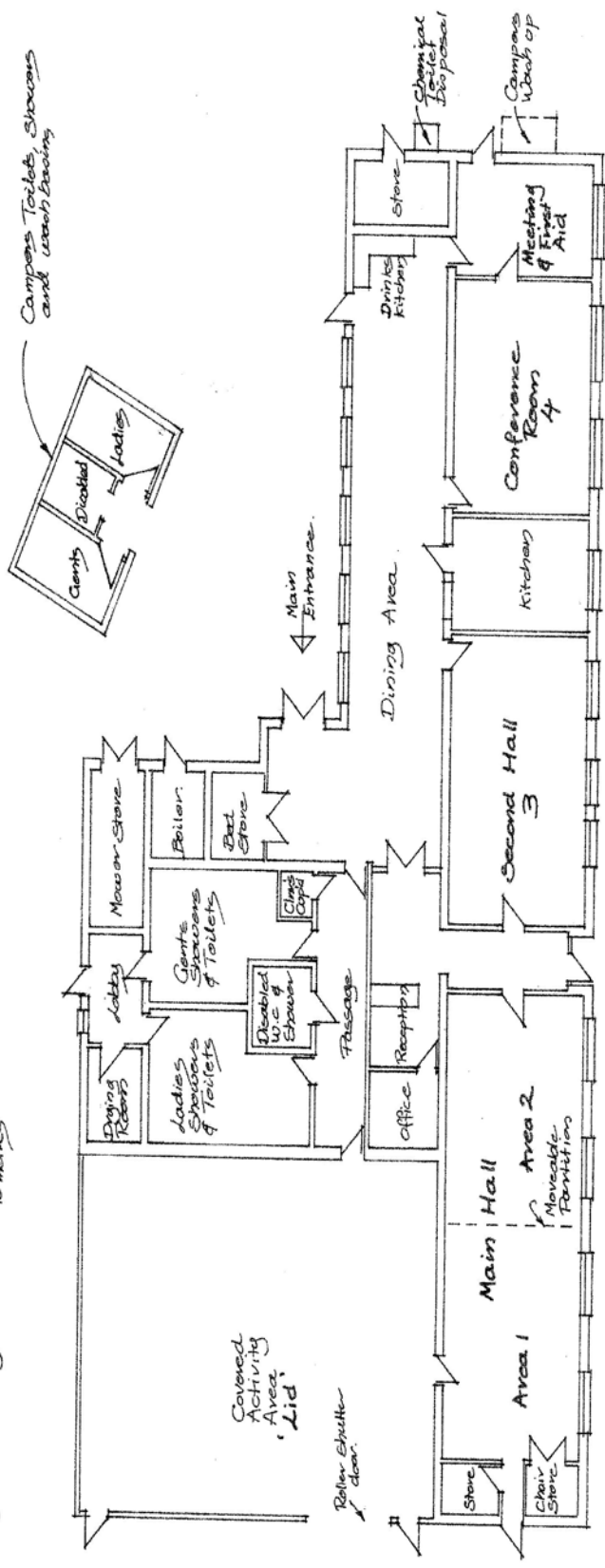
**For the latest costs please refer to the Camp site fees of the separately published list.**

## Wiltshire County Scout Centre Booking Form

1	<b>Dates and times of hiring</b> [Please include setting-up and packing up time]	From 00.00 dd/mm/yy to 00.00 dd/mm/yy
2	<b>Authorised representative</b>	Name
		Contact telephone number
		Contact E-mail
		Purchase order number
	<b>Authorised nights away permit holder</b>	Name Category
3	<b>Hirer's name and address</b>  (Name of Scout group)	
4	<b>I confirm I have read the conditions of hire and will abide by them. Please sign.</b>	
5	<b>Purpose of hiring</b>	
6	<b>Rooms/camp site being booked (refer to building and site plans)</b>	
7	<b>Approx Number attending meeting</b>	
8	<b>Number of campers</b>	
<p>Bookings of the premises may require a damage/cleaning deposit to be sent with completed booking form before booking can be confirmed.          It is only permitted to attach items to the walls either on the boards provided or the rails around the walls. No sellotape to walls please.          Will you please leave the building as you found it or better - Many thanks</p>		
<p><b>Directions to site using Google maps quote 51.319402,-2.000821</b></p>		
<p>Telephone number for bookings 07580 555736 <b>Please e-mail your completed booking form, with all areas completed, to <a href="mailto:scoutcentre@wiltshirescouts.org.uk">scoutcentre@wiltshirescouts.org.uk</a></b>  <b>Receipt of booking form will confirm your booking and we will e-mail confirmation.</b></p>		

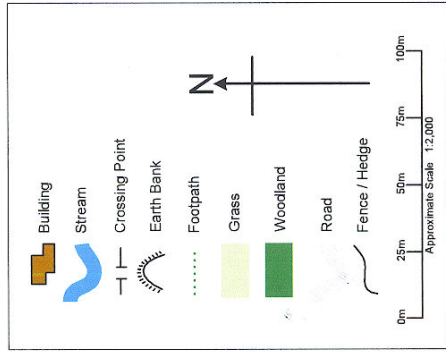
Wiltshire Scout Centre  
 Potterne Wick  
 Devizes SN10 5QT.

Plan of Centre 1:200 Scale.





# Wiltshire County Scout Centre



**Take care on the road**

