

Ardrossan Scout Group

www.ardrossanscoutgroup.org.uk



Terms and Conditions for Hall Users

(Please confirm acceptance by email to ascouts15@gmail.com)

The Facilities available are:

- 1 x Group Hall 89.4 m² Max Occupancy 178
- 1 x Games Hall 89.4 m² Max Occupancy 178
- 1 x Kitchen 17.1 m² Max Occupancy 2
- 1 x Meeting Room 26.4m² Max Occupancy 26

The building has the following available for all users

- 1 x Male Toilet
- 1 x Female Toilet
- 1 x Disabled Toilet

Parking is available in Kilmeny Terrace.



Community Groups or private individuals wishing to make use of the facilities must complete an application form (downloadable from www.ardrossanscoutgroup.org.uk) and post to The Secretary, Ardrossan Scout Group, Kilmeny Terrace, Ardrossan KA22 8DX or email to ascouts15@gmail.com

Fire Safety. Users should be aware of the Fire Safety Floor Plan which is on display in the building. No Fire Exits may be blocked. No naked flames allowed.

H&S. Users are responsible for health and safety issues and providing information about safety procedures, Fire Exits etc.

Accidents. Any accident must be recorded in the Accident Log Book to be found in the entrance hall.

Right of refusal. Ardrossan Scout Group Trustees may refuse any application for using the building without stating a reason.

Conflicting Bookings. Occasionally, Scouting activities may have priority over other users. The trustees will do as much as possible to avoid this. However, no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings or exclusive use of the premises.

The trustees' decision shall be final.

Alcohol. NO alcoholic drinks are allowed.

Public Entertainments, Music & Dancing. Any users earning an income from providing an activity such as aerobics classes, practice and social dance classes/sessions are responsible for holding the relevant PPL/PRS licence. A copy of any such licence must accompany the booking application.

Neighbours. Our neighbours must be respected. Users must not create excessive noise and must park considerately in Kilmeny Terrace.

Times of Access. Users may use the Building for the specific agreed times and may not use or enter the premises at any other time unless agreed with a trustee.

Activities Allowed. The building shall only be used for lawful activities. Any relevant Codes of Practice must be adhered to if working with young or other vulnerable groups.

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Building Suitability. Users must satisfy themselves that the building is suitable for their purpose.

Breakages and Damage. Please record all breakages/damage in the Breakages Log Book. Repair/Replacement of any damage to the building, equipment, furniture and property will be charged to the user (unless proven to be defective to start with).

Responsibility for Loss, Damage or Injuries.

Ardrossan Scout Group cannot be held responsible for loss, damage or injuries sustained in the premises if associated or connected in any way with the event to which this use relates, or with any equipment provided by the Hall user and not specifically provided by the Scout Group for the use of the user.

User's Property. ASG shall not be responsible for any loss of, or damage to, the user's property or injury during the period of use or storage in our premises, except for willful negligence by ASG.

Conduct and Good Order. The user shall ensure that good order is kept in the building during use. The user will also ensure that those attending maintain good order during arrival and departure from the building.

Cessation of Activity. ASG or Committee Member(s) reserve the right, at their discretion, to put a stop to any use not properly or reasonably conducted.

Condition on Leaving Property. On vacation of the building, the user shall leave the building in a clean and orderly state. All rubbish and any other waste matter must be cleared from the building and suitably disposed of in the receptacles provided. In the case of large events all rubbish must be taken away by the hirer. The premises must be left in as clean a condition as found. All tables and chairs must be replaced as found.

Additions to the Building. No fixtures/fittings of any kind shall be driven into any part of the Building.

Smoking/Vaping. Smoking and/or vaping is NOT permitted in any part of the building at any time.

Front Door Key. Regular users will be provided with a front door key. £20 will be charged for a replacement key. Separate arrangements will be made for "single event" users.

Electrical Appliances. All electrical appliances used in the premises should have an up to date PAT test.

Risk Assessment. Users should familiarise themselves with the Premises Risk Assessment (viewable at www.ardrossanscoutgroup.org.uk).

We hope you agree with us that, whilst the above Terms and Conditions sound rather formal, it is important for both parties to have clarity on these matters. Please confirm by email to ascout15@gmail.com that you have received and accept the above terms.