



## Macclesfield Parish Scout and Guide Group

Station Street, Macclesfield, Cheshire SK10 2AQ www.mpcsg.co.uk Registered Charity Number 520226  
 Postal Correspondence to D Stafford, 47 Lansdowne Street, Macclesfield, SK10 2QZ

### Booking form for use of the Scout and Guide Hall and Grounds (v1.4 Apr 2021)

Name of organisation or person		
Proposed use / nature of event		
Date(s) required		
Times, <u>including allowance for setting up and cleaning</u>	Start time	Finishing time
Contact name in organisation		Tel:
Address		Email:

Donation amount of agreed hire ( <b>incl. setting up/cleaning</b> )		Date paid	Non-refundable deposit (25% or 100% if less than 7 days before hire)		Date paid
Risk assessment supplied by hirer: Keys issued: Keys returned:		DATES	Balance to be paid 7 days before hire		Date paid

*Please note that no booking is confirmed until the deposit or full payment is made in accordance with the above.*

Payment by internet transfer:

Account Name : MPCSG &GG (note the space between S and &)

Account Number: 65972636

Sort Code : 08-92-99

Please include the word HIRE and your name as the payment reference

#### Conditions of Booking

Please note that bookings are accepted in accordance with the terms and conditions over, a copy of which can be obtained on request

#### Hirer agreement

I confirm that the information provided on this form is correct and that I have read and understood and will comply with the Standard Conditions of Hire. I acknowledge that I have read and shared the building risk assessment and this document with all parties involved in the hire.

Name (Print) _____	Signature _____
Address _____	Date _____
_____	Mobile Tel: _____
_____	Email: _____
_____	_____

Gift Aid. If you are a UK tax payer and would like the Group to be able to claim gift aid from HMRC the donation paid for your hire then please tick the box.  Many thanks.

Please sign and return one form to D Stafford, 47 Lansdowne Street, Macclesfield SK10 2QZ. Please keep a copy for your own records.

For enquiries regarding bookings please email [bookings@mpcsg.co.uk](mailto:bookings@mpcsg.co.uk)



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### **Scope**

This building is owned and managed by the 6<sup>th</sup> Macclesfield Scout and 2<sup>nd</sup> Macclesfield Guide Group – “Macclesfield Parish Scout and Guide Group” (the Group). The health and safety of the users is managed in accordance with the Health and Safety Executive’s (HSE) recommendations for Village and Community Halls. The information contained in this document relates to the management of the building and its facilities only; the management of specific activities within the building is the responsibility of users working in accordance with any requirements of their own organisations and taking into account the information herein.

### **Responsibilities of the Group**

The Group is a charity that is managed by its Trustees acting as a Management Executive Committee. That committee is responsible for maintaining this building (its Headquarters) in a suitable state of repair and management in order to ensure, as far as is reasonably practicable, the safety of its users.

It is the Group’s responsibility to identify and assess risks associated with the use of this building, to define risk management measures and to ensure that they are in place and maintained. It also ensures that adequate insurances are in place to cover all foreseeable risks to the building and its users.

In order to ensure that risk control measures are in place and effective, the Group carries out scheduled inspections and reviews as defined in its risk assessment.

### **Responsibilities of users**

Users of this building must comply with the requirements of this safety manual and for users other than the Group’s scouting sections, with the terms and conditions defined in the HQ Booking Form which must be signed prior to use.

In particular, users are responsible for ensuring that all requirements relating to electrical safety and the control of hazardous materials are complied with if using their own equipment or materials.

## **Risk Assessments**

### **Specific Risks**

#### **Asbestos**

The only occurrence of asbestos found in the building is behind the heater. This has been sealed to prevent dust particles.

Persons working in the vicinity of the heater must ensure nothing is done to disturb the asbestos.

#### **Fire – call 999**

Fire exits are clearly marked and regularly inspected; they must be kept clear at all times both internally and externally, including the rear access corridor. Fire evacuation instructions are posted near the door. Recommended muster point outside #42 Station Street (opposite).

Fire Extinguishers are located at points throughout the HQ, a fire blanket is provided in the kitchen. These should be used only to assist escape from the building.



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Users are not allowed to bring into the building or use any flammable products without prior approval, this includes candles and sparklers/indoor fireworks.

Users of the building must make themselves aware of the Fire Risk Assessment and controls detailed in this document.

Please ensure that all flammable materials are tidied away, stored safely or removed from the premises. Please do not leave loose papers and card lying about.

Any use of stoves other than in the kitchen is prohibited unless part of a scouting or guiding organization activity. These organisations will provide a risk assessment for their activity including a 15 minute cool-down period before returning equipment to stores.

### Barbeque area

Any fires held externally (on the BBQ area or front patio) must be supervised at all times and a fire bucket made available. No accelerants to be used other than solid firelighters.

No fires to be held on the lawn without additional approval from trustees.

A cool down period of 30 minutes is required after extinguishing BBQs or fires.

### Rubbish and cleaning

All waste including paper, food waste and recycling must be removed from site by the users at the end of the activity. The kitchen and areas in the hall should be left clean, and toilets cleaned at the end of the hire period. Mops are provided for cleaning up spills. Only use the mop labelled "Toilets" in the toilet exclusively.

### Use of Electrical Equipment

All equipment owned by the Group is tested on a scheduled basis. Users are responsible for ensuring the safety of any electrical items brought into the building for use during their own events; users will be liable for any losses resulting from the use of portable equipment not owned by the Group.

### Isolating the Electrical Circuits

Please note that, in the event of any electrical malfunction, the main isolating switch is on the distribution panel near the front door. Flip down the lid to access the switch.

### Heater

Do not change the settings on the heating controls or thermostat.  
To boost the heating, **press the +1hr button** on the control panel.



### Isolating the Gas Supply

The gas supply to the building feeds the heater only. The main valve shut off for the gas is in the cupboard to the right of the heater.

### Hot and Cold Water

The kitchen is equipped with hot water to the tap – the heater can be switched on by pressing the grey button underneath the sink.

In the event of an emergency the water stop-cock can be located in the cupboard to the right of the heater in the main hall.



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### **Tables and chairs**

Tables and chairs are available for use as required. Users are reminded that they must be returned to their location and that, to avoid injury due to toppling, chairs should not be stacked more than 7 high.

### **First aid**

First aid kits are available in the kitchen. Hirers are responsible for the provision of their own first aiders.

**ALL ACCIDENTS AND NEAR MISSES NEED TO BE REPORTED AT THE END OF THE SESSION TO THE TRUSTEES**

### **Car Parking and road safety**

Parking is on the public highway. Please be sensitive to neighbours and emergency services when parking.

The road is one-way, but caution should be taken to check for traffic from both directions when crossing. The Scout and Guide Group is not responsible for any accident or near miss external to the premises (outside the main gate).

### **Noise**

Please keep noise to a minimum when entering and leaving the site, especially in the evening. Fireworks are not permitted on site.

### **Covid19/infection controls**

Please ensure your risk assessment contains appropriate risk management of Covid19 or other viruses. We recommend that windows and doors are open to provide adequate ventilation, hand sanitizer is used and surfaces cleaned regularly. It is the hirers' responsibility to comply with all legal requirements while using the premises.

### **Cleaning and other chemicals**

Approved cleaning products are stored in the cupboard under the kitchen sink. This cupboard has a child safety catch. Any other chemicals must not be brought onto site without approval from the trustees. COSHH safety sheets must be provided for all chemicals and recorded in the safety log.



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To ensure that all of our valued users enjoy their use of the Headquarters building by maintaining it in good order, users are reminded to observe the following points;

- **Quiet Room.** This room is used as a meeting room for various users. Users must;
  - Not use the room for art and craft work involving the use of adhesives, paint, marker pens or other materials that could stain the fixtures and furnishings.
  - Not attach posters, pictures, banners or any items to the walls using adhesive tape or pins.
  - Leave the room in a tidy condition after use.
  
- **Kitchen.** The kitchen is not designed for commercial use, it is used by users to prepare and serve food and drinks for their private consumption only. Users must;
  - Switch off all appliances other than the refrigerator and freezer.
  - Clean the cooker after use.
  - Leave all worktops clean and free from food and drink residue.
  - Not leave dirty pots and utensils.
  - Coffee/Tea/Squash and other food items found in the kitchen are for use by the Scout and Guide Group only
  - Ensure the fridge is empty at the end of your session
  - Ensure that all appliances are switched off after use. Allow 15 minutes cooling down time after use before leaving the site.
  - Ensure all kitchen users are aware of what is likely to be hot.
  - Do not hang tea towels on the water boiler to dry.
  - Fill the water boiler to the max level indicated - do not over fill. Use a jug to fill the boiler.
  - Ensure the water boiler / kettle are on an even surface prior to use, and ensure the boiler outlet tap is accessible before switching on.
  - Do not move the boiler once it has been switched on.
  
- **Hall.** The hall is used for a number of physical activities. For safety reasons users must;
  - Put away all tables and other furniture from the hall.
  - Not use heavy footballs for any games or activities. Foam balls are allowed. Close curtains when playing ball games to protect windows.
  - Not bring in to the hall any structure or inflatable that is more than 2.5 metres high (including persons).
  - Sweep up any debris.



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- **General.** Throughout the building users;
  - Must not attach any hooks, nails or similar items to any part of the building without the written consent of the Group Executive Committee.
  - Must not block air intakes or place any items on or around the gas heaters.
  - Must not leave open food or drink containers.
  - Must take away all event rubbish and waste.
  - No chewing gum/bubble gum on site
  
- **Exiting the building.** Upon leaving the building;
  - Ensure all rubbish is removed from site
  - Check that no foodstuffs have been left in the fridge
  - Check the toilets have been left clean
  - Check the floor has been swept
  - Ensure all kitchen appliances are switched off
  - Ensure all fire exits are clear inside and out
  - Check the rear fire exit door is securely closed
  - Check that all windows are closed
  - Ensure that all lights are turned off
  - Ensure the front door is locked (if you are a keyholder)
  - Ensure the front gate is locked (if you are a keyholder)
  - **REPORT ANY ISSUES, ACCIDENTS OR NEAR MISSES TO TRUSTEES@MPCSG.CO.UK**



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### These Conditions of Hire apply to all events

#### Hours of Opening

The hall must be cleared by 11.00pm, except on Saturdays when events must cease by 11.30pm and the hall cleared by 11.45pm.

#### Specific Exclusions

The hall will not be hired out to any commercial organizations that wish to use it to hold disco's or dance functions of any kind.

#### Capacity and Supervision.

The number of people on the premises shall not exceed 50 seated.

#### Age.

The Hirer, who shall not be a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

#### Dangerous and Unsuitable Performances.

Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

#### Film Shows.

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification

#### End of Hire Period

The Building must be vacated no later than the time booked. At the completion of each use please ensure that all areas are left in a clean, tidy and useable condition and that all waste is taken away.

The following standard conditions apply to all hiring of The Macclesfield Parish Scout and Guide Group Headquarters. If the Hirer is in any doubt as to the meaning of the following, the Hall Booking Clerk should immediately be consulted.

#### 1 Supervision

The Hirer shall, 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 of the highway & emergency exits. As directed by the Trustees Committee, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

#### 2 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-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. The trustees require a risk assessment to be supplied for the event taking place.

#### 3 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.

#### 4 Licences

If licences are required in respect of any activity in The Macclesfield Parish Scout and Guide Group Headquarters the Hirer must hold or obtain them; it is the hirer's responsibility to identify what licences may be required..

#### 5 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 Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- a. The Hirer acknowledges that they have received information in the following matters:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
  - The location and use of fire equipment.
  - Escape routes and the need to keep them clear.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - Means of isolating the electrical supply.
- b. In advance of an entertainment or play the Hirer shall check the following items:
- That all fire exits are unlocked and panic bolts in good working order.
  - That all escape routes are free of obstruction and can be safely used.
  - That any fire doors are not wedged open.
  - That there are no obvious fire hazards on the premises.

#### 6 Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

#### 7 Outbreaks of Fire

#### 8 Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

#### 9 Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

#### 10 Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Trustees as soon as possible and complete the relevant section in The Group Headquarters's accident book. Any failure of equipment belonging to the Group Headquarters 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 to the local authority. The Trustees Committee will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

#### 11 Indemnity

- a. The Hirer shall indemnify and keep indemnified each member of The Macclesfield Parish Scout and Guide Group Headquarters Management Committee and The Macclesfield Parish Scout and Guide Group Headquarters's employees, volunteers, agents and invitees against:
- the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
  - all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
  - all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.
- b. The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organization and invitees against the Hirer's liability under paragraph 11(a) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or

other evidence of cover to the Trustees.. Failure to produce such policy and evidence of cover will render the hiring void and enable the Trustees to rehire the premises to another hirer. The Macclesfield Parish Scout and Guide Group Headquarters is insured against any claims arising out of its own negligence.

#### 12 Explosives and Flammable Substances

The hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises and that
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

#### 13 Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

#### 14 Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

#### 15 Animals

Guide dogs/Assistance dogs are permitted on the premises. No other animals should be brought onto the premises without prior approval from the trustees.

#### 16 Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Macclesfield Parish Scout and Guide Group Headquarters committee with a copy of their Child Protection Policy on request.

#### 17 Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Macclesfield Parish Scout and Guide Group Headquarters's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

#### 18 Sale of Goods

The Hirer shall, if selling goods on the premises, comply with 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 organizer's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

#### 19 Cancellation

If the Hirer wishes to cancel the booking before the date of the event and The Macclesfield Parish Scout and Guide Group Headquarters is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of The Management Committee.

The Macclesfield Parish Scout and Guide Group Headquarters reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the Macclesfield Parish Scout and Guide Group Headquarters Trustees reasonably considering that
  - such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - unlawful or unsuitable activities will take place at the premises as a result of this hiring
- the premises becoming unfit for the use intended by the Hirer
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but The Macclesfield Parish Scout and Guide Group Headquarters shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

#### 20 Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

#### 21 Stored Equipment

The Macclesfield Parish Scout and Guide Group Headquarters accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.

#### 22 No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Booking Secretary or the Group Scout Leader. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of The Macclesfield Parish Scout and Guide Group, remain in the premises at the end of the hiring. It will become the property of The Macclesfield Parish Scout and Guide Group Headquarters unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

#### 23 No Rights

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

#### 24 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 Macclesfield Parish Scout and Guide Group Headquarters shall be at liberty to make an additional charge.

#### 25 Loss of Keys

You are responsible for the safety and security of any keys. Should you be unable to return all keys, or should any unauthorized copies be made whilst in your position, then the Group reserves the right to change all locks on the HQ building, you will be responsible for paying a charge of £350 to cover the cost of such replacement



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Diagram of Scout and Guide Hut, showing escape route, fire protection devices and utility shut off points.

