

**STANDARD CONDITIONS FOR USE OF  
BUSHBURY SCOUT GROUP HEADQUARTERS**

**The Scout Centre, Bushbury Lane,  
Wolverhampton, WV10 8JP**

1. All user fees, storage charges and deposits (if any) must be paid at the times stipulated in the Headquarters Use Agreement. The User will have no right to use the Headquarters (whether during Permitted Hours or to book additional hours) until all payments have been made in full at the times stipulated.
  2. If the User wishes to cancel the booking and the Scout Group is unable to conclude a replacement booking the repayment of any User Fee shall be at the discretion of the Scout Group. For bookings of 1 day or more, cancellations made at least 1 month in advance come at no extra charge – only the 25% deposit is lost. Cancellations made between 1 week and 1 month prior to the event will incur a £10 per day cancellation fee. Cancellations made during the week prior to the event require the whole balance to be paid.
  3. No equipment may be stored between sessions except as agreed in the Headquarters Use Agreement. Equipment must be stored in such place and in such manner as directed by the Scout Group from time to time. Permission to store equipment is at the Scout Group's discretion and may be withdrawn at any time. Permission to store equipment will be withdrawn if any equipment is not stored in the designated area or as directed by the Scout Group. No article which is dangerous or unsuitable may be stored.
  4. The Scout Group accepts no responsibility for any stored equipment or other property brought onto or left at the Headquarters and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session or fees will be charged for each day or part of a day at the User Fee per session until the same is removed. The User shall indemnify and keep the Scout Group and its or their employees or agents and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of use of the Headquarters (including the storage of equipment) by the User.
  5. In no circumstances is the User permitted to park vehicles or trailers on the Headquarters except during the Permitted Hours and in particular no vehicles or trailers may be left overnight.
  6. In any of the following circumstances:
    - a. In respect of stored equipment, failure by the User either to pay any storage charges due and payable (if any) or to remove the same within 7 days after termination of the agreed storage period; or
    - b. In respect of any other property brought onto the Headquarters for the purposes of use of the Headquarters, failure by the User to remove the same within 7 days after the end of the Headquarters User Agreement (however terminated)
- the Scout Group may in its discretion dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the User any costs incurred in storing and selling or otherwise disposing of the same
7. The User shall take out adequate insurance to insure the User and members of the User's organisation and invitees against all claims arising as a result of the use of the Headquarters and on demand shall produce the policy and current receipt or other evidence of cover to the Scout Group. Failure to produce such policy and evidence of cover will render the Headquarters User Agreement void and enable the Scout Group to reallocate the Permitted Hours to other users.
  8. No literary dramatic musical film or video work shall be performed or shown at the Headquarters without obtaining all necessary copyright licences and theatre film video and public entertainment licences. No such work shall be performed or shown without the prior approval of the Group Scout Leader or other member of the Executive Committee and no alteration to the work shall be made after such approval. The User shall be responsible for obtaining any necessary approvals or licences (including any liquor licence) in connection with the use of Headquarters and will comply with all conditions attached to such approvals or licences. The User will indemnify the Scout Group against all losses costs damages and expenses resulting from any failure to obtain such approvals or licences or from any non-compliance with the same. All such licences shall be produced to the Group Scout Leader or a member of the Executive Committee before the commencement of use.
  9. No alcohol shall be sold or supplied without the written permission of the Group Scout Leader or the Chair of the Executive Committee. Section Leaders are not authorised to give permission.
  10. No smoking is permitted anywhere in the Headquarters (including for the avoidance of doubt the car park area or grounds).
  11. The User shall during the use of the Headquarters be responsible for supervision of the Headquarters, protection of the fabric and contents, safety from damage however slight and the behaviour of all persons using the Headquarters whatever their capacity and ensuring persons leaving the Headquarters during or following use shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to or in anyway interfere with the quiet and comfort of the owners or occupiers of nearby premises.
  12. As directed by the Scout Group the User shall make good or pay for all damage (including accidental damage) to the Headquarters or to the fixtures fittings or contents,
  13. The User shall not use the Headquarters for any other purpose other than that permitted under the Headquarters User Agreement and will not without obtaining the prior consent in writing of the Group Scout Leader or the Executive Committee use or enter the Headquarters at any times other than those permitted under the Headquarters User Agreement.
  14. The User shall not assign the benefit of the Headquarters User Agreement. The User shall not share the use of the Headquarters with any other person or organisation unless a member or invitee of the User permitted to use the Headquarters under the Headquarters User Agreement.
  15. The Scout Group reserves the right to terminate forthwith any entertainment activity or meeting permitted under the Headquarters Use Agreement which is not properly conducted.

16. No alterations or additions may be made to the Headquarters not may any fixtures be installed or placards decorations or other articles attached in any way to any part of the Headquarters without the prior written approval of two members of the Executive Committee. Any alteration fixture or fitting or attachment so approved shall at the discretion of the Scout Group remain in the Headquarters at the end of the Headquarters User Agreement or be removed by the User who must make good any damage caused to the Headquarters by such removal to the satisfaction of the Scout Group.
17. The Scout Group may designate a notice board for use of the User from time to time at its sole discretion. Any material displayed on the notice board must be suitable for children of all ages. Any unsuitable material may be removed forthwith.
18. The Headquarters User Agreement may be determined by written notice of not less than two weeks given by the Group Scout Leader or the Executive Committee if any fee storage charge or deposit due under the Headquarters User Agreement is not paid on time or any of these conditions are not complied with but without prejudice to any claim by the Scout Group against the User for such non-payment or non-compliance. In the event of serious or repeated breach the Headquarters Use Agreement may be terminated forthwith.
19. The Headquarters User Agreement constitutes permission only to use the Headquarters and confers no tenancy or other right of occupation on the User
20. Using the Hall for Party Hire is only permitted for children's parties up to the age of 13 years. No parties are currently permitted for children over this age and/or adults.
21. For Party Hire, an additional £50.00 deposit is also required upon booking. This will be fully refunded once we are satisfied that the hut and its contents have not been damaged in any way during your hire period.
22. For Party Hire, the full payment including the additional £50.00 deposit is required in order to confirm your booking. Your booking will not be confirmed until payment is made in full.
23. For Classes, Groups and Community Meeting hire, arrangements will be made for payment depending on the frequency of the hire. A payment will be required in advance of hut use.