



# 4<sup>th</sup> Salisbury Harnham Scouts Group

## Letting terms

When hirers are using the premises, the **4th Salisbury (Harnham) Scout Group** expressly forbids (anywhere on the Scout premises inside and out):

- Any illegal activity
- Its use for political campaigning or the promotion of extremism
- Smoking
- Drug taking
- Gambling\*
- The sale of alcohol\*
- The use of any electrical equipment that is not in safe, good working order (must be approved PAT tested)
- Bringing animals or birds on to the premises without express permission of the **4th Salisbury (Harnham) Scout Group**, except for assistance animals. No animals are allowed in the kitchen at any time.
- Naked flames within the building; fireworks
- Oversized bouncy castles/ party equipment\*
- Access to Scout storage room & ceiling space – do not touch tiles

*\*Permission, risk assessments and licences required for extenuating circumstances*



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## The Premises must be left CLEAN & TIDY.

When hirers are using the premises, please complete the following tasks

- **FLOOR** SWEPT & MOP SPILLAGES
- **TABLES** WIPED AND STORED SAFELY
- **CHAIRS** ARE FOLDED/ STACKED SAFELY
- **WINDOWS** ARE CLOSED
- **HEATING THERMOSTAT** IS SET AT 16 DEGREES C
- ENSURE THE **FIRE EXIT DOORS** ARE SHUT PROPERLY & NOT OBSTRUCTED
- **KITCHEN** IS LEFT TIDY & ALL RUBBISH & FOOD TAKEN AWAY. WE NO LONGER DISPOSE OF RUBBISH ON THE PREMISES. REPLACE THE BIN BAGS.
- **KITCHEN APPLIANCES** ARE TURNED OFF AND UN-PLUGGED & EMPTIED
- **KITCHEN TAPS & LIGHTS** ARE TURNED OFF
- **ALL REFUSE RUBBISH & LITTER** MUST BE CLEARED AND REMOVED FROM THE PREMISES
- **TOILET ROOMS CLEAN, TAPS & LIGHTS** ARE TURNED OFF
- **NO UNAUTHORISED STORAGE**
- **HALL LIGHTS & OUTDOOR LIGHTS** SWITCHED OFF
- **ENTRANCE DOORS LOCKED.**

PLEASE **SIGN THE RECORD BOOK** ON THE KITCHEN COUNTER.

ANY ISSUES OR DAMAGES MUST BE REPORTED TO THE HALL ADMINISTRATOR  
ASAP.

THANK YOU FOR YOUR COOPERATION & SUPPORTING OUR

Harnham Scouting Group.