



24th IPSWICH SCOUT GROUP

330A BRAMFORD ROAD, IPSWICH IP1 5AX

Registered Charity No: 287445

AGREEMENT

Grantor: 24th Ipswich Scout Group

Licensee: The Person(s)/Group Hiring the premises.

1. **THIS AGREEMENT** is made on the date and between the parties set out in the Schedule hereto.
2. **THE GRANTOR HEREBY AUTHORISES** the Licensees, its members, its servants or agents and all persons duly authorised by it to enter upon and use the premises described in the Schedule for the purposes set out on the hours and dates set out therein.
3. **THESE RIGHTS** shall be exercised by the Licensees in common with the Grantors and all other persons now or hereafter authorised by the Grantor to use the premises affected by this agreement. The Licensees agree to conduct their activities and to ensure that the rights hereby granted are so exercised as not in any way to interfere with or adversely affect the enjoyment of the premises by the Grantor or by other persons authorised by it.
4. **THE LICENSEES** agree as follows:-
 - a. To pay the sums set out in the Schedule on or before the said date. One twelfth of the annual sum shall be due at the beginning of each month, payable by direct debit into the bank account of the 24th Ipswich Scout Group.
Barclays Bank | Sort Code: 20-82-75 | Account No: 40 51 20 52
 - b. Not to use the premises for any other purpose than that set out in the Schedule;
 - c. To indemnify the Grantors against all liability in respect of any damage or loss which may be suffered by any persons by reason of or arising directly or indirectly out of the use of the premises for the authorised purposes and to effect a policy of insurance in respect of this. The Grantor accepts no liability for any loss or injury which may result from the Licensees use of the premises or car park;
 - d. In the event of any damage or injury being caused to the premises or any property of the Grantor thereon or to the remainder of the Grantor's property by the Licensees, their members, their servants or agents or anyone upon the premises with express or implied consent of the Licensees, or as a result of the use of the premises by the Licensees, the Licensees will at their own expense make good all such damage or injury. In the event of the Licensees not rectifying all such damage, the Grantor will arrange for repairs to be carried out and for the costs of such repairs to be recharged to the Licensee;
 - e. The Hirer shall indemnify the Scout Group for the cost of repair of any accidental or wilful damage to any part of the premises or contents, which may occur during the period of hire, and the Scout Group reserve the right to take legal action to reclaim monies owing.
 - f. Not to remove from the premises and of the Grantors' furniture, fixtures or fittings or other property;

- g. Not to allow any other person to use the premises other than those authorised by this Agreement;
 - h. After any period of use of the premises, to remove all items of equipment or other items of property brought on the premises by the Licensees or persons with their consent;
 - i. To keep the main store room locked when your clients are using the premises;
 - j. To leave the building clean and tidy at the end of each day and to return all tables and chairs to the store room. No equipment to be left in the main hall unless prior agreement has been obtained from the Grantor.
 - k. The site is remotely monitored by Closed Circuit Television (CCTV) 24 hours a day, 7 days a week, altering or obscuring the CCTV will result in **immediate** termination of this hire agreement.
 - l. You may not use this location as a postage mailbox, all received mail will be opened, read & destroyed immediately.
 - m. You will not allow others to use the front door keys or Key code. See item (g) above.
5. **THE GRANTOR** shall maintain the premises in a condition fit for the proposed use of each party.
 6. **THE LICENSEE** shall not install any equipment or furniture in the premises without the prior consent of the Grantor. This consent shall not be unreasonably withheld unless it was to the prejudicial use of the premises by the Grantor.
 7. **THE GRANTOR** has provided to the Licensee two full sets of keys to the premises. The Licensee will be responsible for the safe keeping of these items and shall ensure that the building is locked and secured at the end of each period of occupation.
 8. **THIS AGREEMENT** shall be terminable by one written months' notice given by either party to the other.
 9. **THE LICENSEE** will have the option if it so desires to renew this Agreement upon its expiry and such renewal shall be upon the same terms as are applicable hereto except that the cost per annum and period of agreement as set out in the schedule shall be reviewed.
 10. **THE LICENSEE** is responsible for the personnel involved within their respective hire.
 11. In the event of a Fire **THE LICENSEE** is responsible for the quick evacuation of the premises.
 12. The premises is monitored 24 hours a day, 7 days a week by Closed Circuit Television (CCTV), **THE GRANTOR** reserves the right to retain video recordings for over 2 months after which it is automatically deleted. The 'System' records Human events (movement) & Vehicular events (+Number Plates).

DATE OF ARRANGEMENT:	Schedule:
GRANTOR:	24 th Ipswich Scout Group, Scout Headquarters, Bramford Road, Ipswich, Suffolk, IP1 5AX Contact Ingrid Landin, 07491 960 546
LICENSEE	
PREMISES:	Main Hall / Kitchen / Meeting Room(s)
DAYS OF USE:	
HOURS OF USE:	
PERIOD OF AGREEMENT:	
HIRE COST / PER ANNUM:	
SECURITY / CLEANING DEPOSIT:	
AUTHORISED USE:	
FRONT DOOR CODE:	

Contact Details

NAME(S):	
CONTACT PHONE NUMBER(S):	
EMAIL ADDRESS(ES):	
ADDRESS:	

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NOTES:

1. The headquarters is a **NO SMOKING** or e-cigarettes building. Smoking must not take part within any area of the building.
2. The premises would not be available for your use on any day when a Council, General Election was called. On these days the Council have prior use of the building for a Polling Station. You would be advised of any dates as soon as we are notified by the Council which is normally at least one month prior to the Election.
3. Children should be accompanied & supervised at all times by an adult.
4. We draw your attention to the **Fire Evacuation Procedure** attached to the Head quarters Notice Board, please take time to read and ingest this document for you and your clients/customers safety.
5. If you are holding at a Party at our Head Quarters please bring enough black bin bags to contain all your rubbish and dispose of it in our large black wheelie bin.
6. Brushes, brooms & a vacuum cleaner are stored in the cupboards within the Accessible toilet, please return after use.
7. Gas & Air filled balloons should only be used **INSIDE** the building, **not outside**.
8. Tampering with the Group's Closed Circuit Television (CCTV) equipment immediately voids this rental agreement.
9. Relocation/movement of furniture from one floor to another is not allowed without express permission of the 24th Ipswich Scout group.

SIGNED for and on behalf of

The 24th Ipswich Scout Group:

SIGNED for and on behalf of

The Licensees:

Your attention is drawn to:

- + **Use of the Key Safe instructions.**
- + **Instructions on use of the Air Conditioning Units on a notice board.**
- + **Contact Details on a notice board.**
- + **"Use of – Scout hall Premises" Risk Assessment, available to download from our website (<http://www.24thipswichscouts.org.uk>) or on request.**