Wiltshire Scout Centre

Booking Pack

Welcome to Wiltshire Scout Centre

Wiltshire Scout Centre is a flexible venue offering indoor and outdoor spaces for meetings, activities, training, and events. It is used by Scout Groups, other voluntary and community organisations, and external hirers.

This booking pack explains how the Centre can be used, what is expected of hirers, and the conditions that apply to all bookings. It is designed to be clear, practical, and fair, while ensuring the Centre remains safe, welcoming, and well cared for.

All hirers are asked to read this document carefully before making a booking.

Key Responsibilities for Hirers

Before Your Booking

- Bookings must be made through the official booking system.
- The person making the booking must be aged 18 or over and is responsible for the booking.
- Bookings are provisional until confirmed, any required deposit is paid, and the Conditions of Hire are accepted.
- Hire charges are published separately and may be reviewed from time to time.

During Your Hire

- Use only the areas, dates, and times agreed as part of your booking.
- Ensure all participants behave responsibly and respect the Centre, its grounds, neighbours, and other users.
- Keep noise to a minimum, particularly on arrival and departure.
- Follow all health and safety instructions and relevant legislation.
- Ensure all participants are made aware of the fire evacuation procedures and Fire Assembly Point.

Safety and Supervision

- You are responsible for supervising all attendees.
- Activities must be suitable, properly managed, and risk assessed as appropriate.

- Any accidents, incidents, or near misses must be reported to the Centre Team as soon as possible.
- Where activities involve children, young people, or vulnerable adults, safeguarding requirements must be followed.

Fire and Emergencies

- If the fire alarm sounds, evacuate immediately and proceed to the Fire Assembly Point shown on site signage and the site plan or other pre-agreed location specific to your event.
- Do not re-enter the building until it is safe to do so.
- Contact emergency services where appropriate.

End of Hire

- Leave the Centre and grounds clean and tidy.
- Return furniture and equipment to their original positions.
- Switch off lights and electrical equipment.
- Secure the building as instructed before leaving.

Damage, Insurance, and Liability

- You are responsible for any damage caused during your hire.
- The Centre does not provide insurance for your activities or equipment.
- You are responsible for arranging appropriate insurance cover if required.

How Bookings Work

All bookings must be made using the approved booking system available on the Centre website or by contacting the Centre Management Team via email.

Bookings remain provisional until confirmation has been issued, any required deposit has been paid, and the Conditions of Hire have been accepted. The agreed dates, times, and areas booked form part of the hiring agreement.

Hire charges are published separately. Invoices are normally issued following completion of the hire, unless otherwise agreed, and payment must be made in accordance with the invoice terms.

Conditions of Hire

1. Definitions and Scope

- **HIRER** means the individual making the booking or, where the booking is made on behalf of an organisation, the authorised representative. All HIRERS must be aged 18 or over at the time of booking.
- **CENTRE** means Wiltshire Scout Centre, including all internal and external spaces within the site boundary as shown on the site plan in the Appendix.

These Conditions of Hire apply to all bookings, whether made by Scout groups, other voluntary organisations, community groups, or external hirers.

2. Facilities and Use of Space

The CENTRE provides a range of indoor and outdoor spaces. Maximum occupancies are provided to ensure safety and compliance and may vary depending on layout and activity type.

Details of available spaces, layouts, and maximum occupancies are shown in Appendix A. Hirers must not exceed the agreed capacity for any space.

Shared areas may be available depending on the type of booking. Exclusive use must be agreed in advance.

3. Booking Process

Bookings will only be accepted via the approved booking system.

Bookings are provisional until confirmed by the CENTRE, any required deposit is paid, and these Conditions of Hire are accepted. Use outside the agreed booking terms may result in additional charges or cancellation.

4. Charges, Deposits, and Payment

Current hire charges are published separately. **Wiltshire Scouts** reserve the right to review and amend charges and will provide notice of any changes.

Deposits may be required at the discretion of the **Centre Management Team**, particularly where exclusive use of the CENTRE or extended hire periods are requested.

Invoices are normally issued following completion of the hire, unless otherwise agreed. Payment must be made in accordance with the invoice terms. The **Centre Management Team** reserve the right to decline future bookings where previous invoices remain unpaid.

5. Cancellation and Refusal of Bookings

The **Centre Management Team** reserve the right to cancel a booking where the CENTRE becomes unavailable, unfit for use, or where there is an unforeseen operational requirement. In such cases, any deposit paid will be refunded.

The **Centre Management Team** may refuse a booking or cancel an existing hiring agreement by providing written notice. Any deposit paid will be refunded and no further liability will arise.

If the HIRER cancels a booking and a suitable replacement booking cannot be secured, the refund of fees or deposits is at the discretion of the **Centre Management Team**.

6. Access and Security

Where keys or access codes are issued, the HIRER is responsible for their safekeeping and use. Keys and codes must not be shared without prior agreement.

The HIRER must ensure the CENTRE is secured at the end of the hire period, including locking doors and windows and setting alarms where instructed.

Unauthorised access to the site, or access outside the agreed booking, may result in further action being taken by the **Centre Management Team**.

7. Use of the CENTRE

The CENTRE must only be used for the purpose described at the time of booking. The HIRER must not sub-let the premises or use them for any unlawful activity.

Nothing may be done that could endanger users, invalidate insurance, or cause damage to the premises, grounds, or equipment.

8. Responsibility, Insurance, and Damage

The HIRER is responsible for:

- The conduct and supervision of all persons attending,
- The care and safety of the premises and contents,
- Any loss or damage caused during the period of hire.

The HIRER is responsible for covering the cost of repairing or replacing any damage arising from the hire.

The CENTRE does not provide insurance for the HIRER's activities, equipment, or third-party claims. The HIRER is responsible for ensuring appropriate insurance arrangements are in place for their activities and participants.

The County Trustees are not liable for loss, damage, or injury except where legally required.

9. End of Hire and Housekeeping

At the end of the hire period, the HIRER must leave the CENTRE and surrounding areas clean and tidy. Furniture and equipment must be returned to their original positions unless otherwise agreed.

The HIRER is responsible for removing excessive waste generated during the hire unless alternative arrangements have been agreed in advance.

Any property left at the CENTRE after the hire period may be removed, stored, or disposed of at the discretion of the Centre Management Team. The CENTRE accepts no responsibility for items left on site.

All lights, electrical equipment, and appliances must be switched off. Failure to comply may result in additional charges.

10. Health, Safety, and Compliance

The HIRER must comply with all relevant health and safety legislation and any instructions issued by the CENTRE.

This includes safe use of electrical equipment, safe manual handling of furniture and equipment, food hygiene compliance where food is prepared or served, and suitable risk assessment of activities.

Any gas appliances brought onto site must be maintained in a safe condition and used in accordance with the manufacturer's instructions. Gas cylinders must be stored and used safely.

11. Safeguarding

Where activities involve children, young people, or vulnerable adults, the HIRER must comply with all relevant safeguarding legislation and guidance and ensure only suitable persons are involved.

Where the HIRER is part of The Scout Association, relevant Scout safeguarding policies apply.

12. Accidents and Incidents

All accidents, incidents, near misses, or dangerous occurrences must be reported to the Centre Management Team as soon as possible.

The HIRER is responsible for making any required reports to external authorities or governing bodies.

13. Fire Safety and Emergency Procedures

The building is fitted with a fire detection and alarm system. On activation, all occupants must evacuate immediately and proceed to the Fire Assembly Point shown on site signage and the site plan in the Appendix or another location agreed in writing with the Centre Management Team prior to the event.

Regardless of the length of hire, the HIRER must ensure all participants are made aware of the fire evacuation procedures and the location of the Fire Assembly Point.

The HIRER is responsible for contacting emergency services where appropriate and for making suitable arrangements for anyone who may require assistance to evacuate.

A defibrillator is available on site. Hirers should familiarise themselves with its location before activities commence.

14. Grounds, Environment, and Parking

Use of the grounds is restricted to the areas shown on the site plan in the Appendix. Areas beyond the defined boundary are out of bounds unless prior consent has been obtained.

The HIRER is responsible for ensuring tents, structures, and equipment are erected safely and are suitable for the expected weather conditions.

The HIRER remains responsible for assessing weather conditions and modifying, postponing, or cancelling activities where necessary to maintain safety.

Unmanned aircraft and drones may only be operated with prior permission in writing from the Centre Management Team and in accordance with applicable legislation and organisational policies.

Vehicles must be parked in designated parking areas as shown on the site plan.

Vehicles must not be driven onto grassed areas without prior permission from the Centre Management Team.

Electric vehicles must not be charged using Centre electrical supplies unless prior agreement has been obtained in writing from the Centre Management Team.

Fires may only be lit in designated locations or approved fire equipment as shown on the site plan. Fires must be supervised at all times and fully extinguished before being left unattended.

No damage must be caused to watercourses, trees, or land features.

15. Noise, Animals, and Nuisance

The HIRER must ensure noise is kept to a minimum, particularly on arrival and departure, and that neighbouring residents are respected.

Animals are not permitted inside buildings, except service animals, unless prior agreement has been given. Animals must not enter food preparation areas.

16. Licences and Permissions

The CENTRE holds a licence from the Motion Picture Licensing Company (MPLC) which may permit certain non-commercial film screenings. It is the responsibility of the HIRER to ensure their intended use is covered by this licence and to obtain any additional licences required for their activities.

The CENTRE does not hold a TV licence. The HIRER must ensure that any live television broadcasts or streaming services are not used unless they hold the appropriate licence.

Alcohol may only be sold on the premises where the HIRER holds the appropriate licence and prior agreement has been given by the Centre Management Team as part of the booking. Alcohol must not be supplied to anyone under the age of 18.

All relevant legislation and organisational policies must be followed.

17. Data Protection and CCTV

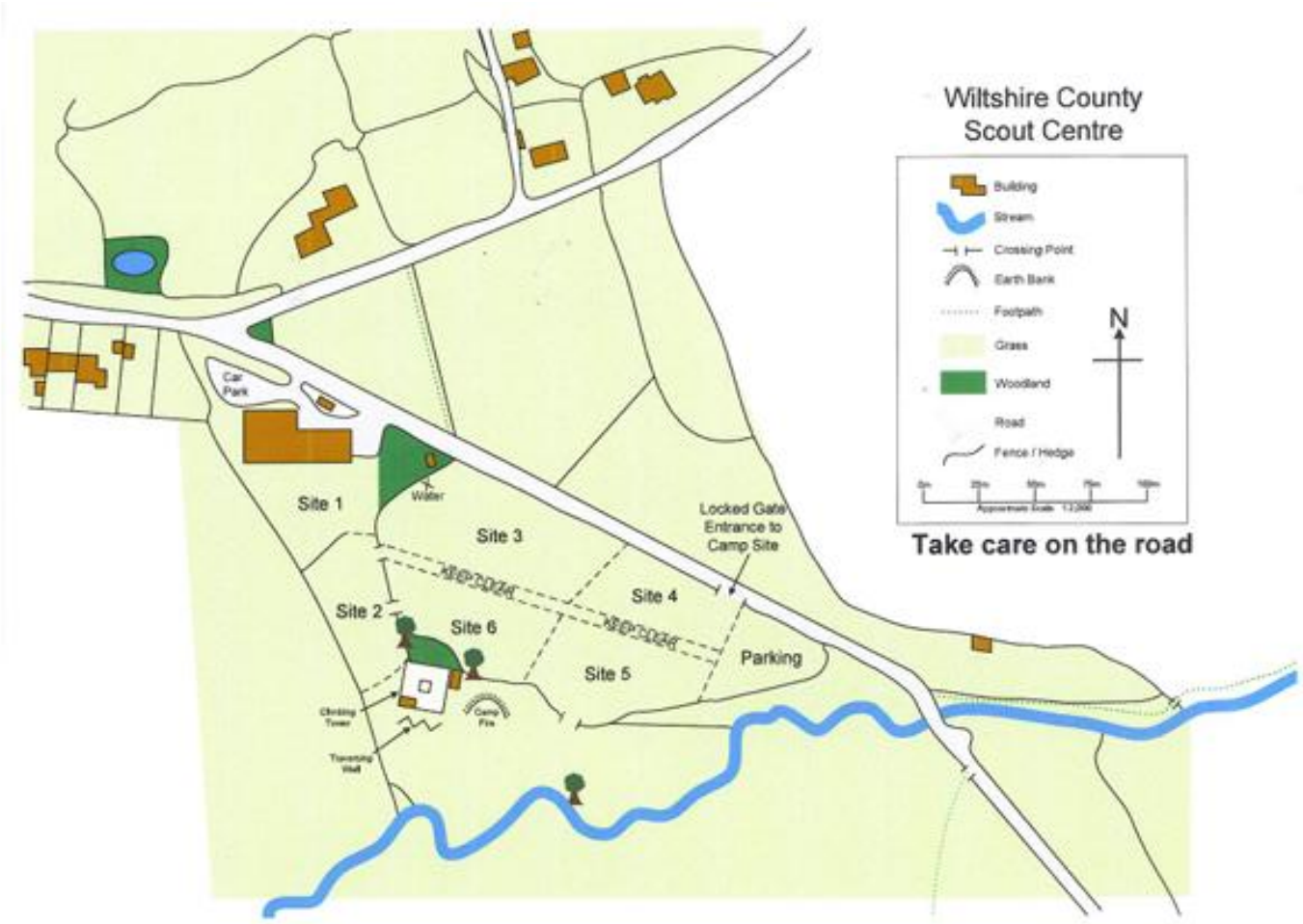
A CCTV system operates across the site for security purposes.

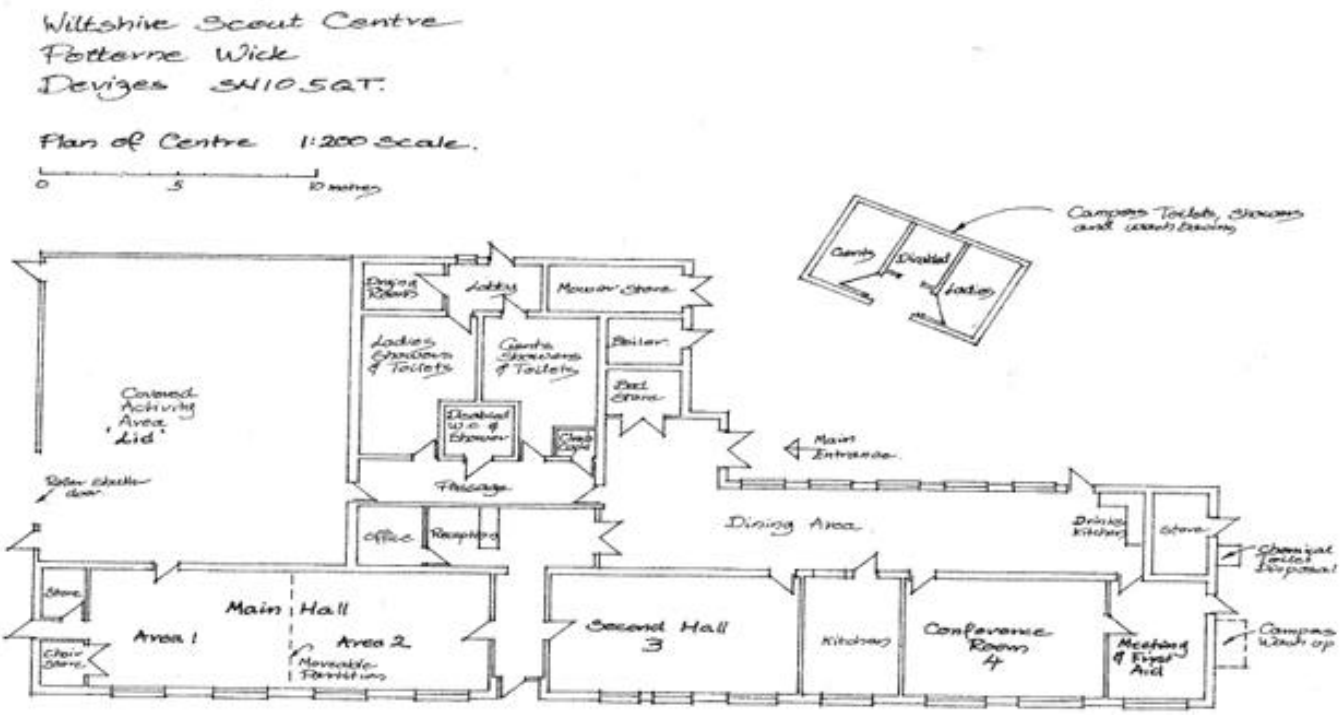
All personal data is handled in accordance with applicable data protection legislation. Further information about how personal data is processed is available within the Wiltshire Scouts Privacy Notice on the website.

18. Scout-Specific Requirements

Where the HIRER is part of The Scout Association, all relevant Scout rules, policies, and guidance must be followed in addition to these Conditions of Hire.

Appendix A – Site Plans





Appendix B – Rooms and Maximum Occupancies

The maximum occupancies shown below are provided as guidance to assist with planning activities and ensuring safe use of the Centre. Actual occupancy may vary depending on the activity being undertaken, furniture layout, equipment in use, and any specific requirements relating to accessibility, supervision, or fire safety.

The HIRER must not exceed the maximum occupancy agreed as part of the booking and should ensure sufficient supervision and space is available for all participants.

Area	Typical Use	Maximum Occupancy
Room 1	Meetings, training, activities	25
Room 2	Meetings, training, activities	25
Room 1 & 2 Combined	Larger meetings, training, events and activities	50
Room 3	Meetings, training, activities	35
Room 4	Conference style meetings, breakout space	25
Room 5	Small meetings, breakout space	8
Kitchen	Catering and food preparation	5
The Lid (Covered Area)	Large indoor activities, shelter, event space	80
Campfire Circle	Campfires, ceremonies, group activities	50
Car Parking	Vehicle parking	Approx. 50 cars

Accessibility
Please contact the Centre Management Team before booking if you have specific accessibility requirements. We will be happy to discuss suitable facilities and arrangements.

Furniture
Tables and chairs may be moved during the hire period but must be returned to their original locations before departure.

Camping and Outdoor Events
Maximum occupancies for camping, large outdoor activities, or exclusive-use events may be agreed separately depending on the nature of the event, supervision arrangements, vehicle movements, and ground conditions.