

Surrey Scout Water Activities Club

TERMS OF HIRE

It is in the interest of all users to follow the SSWAC rules to ensure the equipment and premises are kept in good condition for the benefit of all, and to keep running and maintenance costs to a minimum.

1.
 - a. When booking, ensure that you have an adequate number of available Scout Authorised Permit holders (or equivalent national governing body qualified personnel) to supervise the group.
 - b. When booking for an event which will involve 10 or more people together on the water, ensure that the National Trust are notified (01483 561389). Notification of events organised by the SSWAC will be undertaken by the club.
 - c. Your booking will not be confirmed until the "Terms of Hire Acceptance Document" is returned. SSWAC operates a first come, first served principle and can only hold provisional bookings for up to 7 days.
 - d. Bookings will be confirmed by the issue of a provisional invoice for the hire.
 - e. A non-commercial user is defined as any non-profit making youth organisation.
2. Collection of keys will be arranged via the booking secretary. SSWAC reserves the right to insist the hirer collects the keys from the Booking Secretary's home address (however other amenable arrangements can sometimes be made).
3. When accessing the site, always lock the gate behind you, and when leaving please ensure that the gate is locked (even if the gate is found to be open upon arrival). This includes being locked when you use the centre, not just at the beginning and end of a session.
4. On arrival at the centre please record the cleanliness of the Centre on the "Centre Usage Checklist" which is on the wall outside the toilet. (This helps us to maintain the Centre at the state of cleanliness expected by all users.)
5. If hiring equipment from SSWAC, ensure that pre-usage inspection checks of the equipment to be used are conducted. Report any damage or loss to the booking secretary as soon as practicable but no more than 24 hours after the hire. It is the responsibility of SSWAC to maintain the equipment, but the responsibility of the hirer to ensure items not suitable for purpose either through old or new damage, not be used and to report it to the Bookings Secretary.

6. A first aider with a valid first aid qualification consisting of no less than 7 hours training must be present through out the hire (this is to standard set by the St Johns Ambulance “First Response” course or other similar governing body). Please see appendix A.
7. After use of the Centre and equipment, check that the following have been carried out:
 - a. Empty the boats of water and sponge out
 - b. Rack up the boats and paddles
 - c. Hang up the buoyancy aids and spray decks
 - d. Ensure there is no equipment or clothing left outside the Centre
 - e. Clean toilets and changing rooms
 - f. Leave the premises clean and tidy and take all your rubbish away with you
 - g. Sign the “Centre Usage Checklist” by the toilet door
 - h. Turn off electricity (above entrance door) and water (in toilet)
 - i. Lock both doors and return keys to the key holder you received the keys from, unless otherwise specified. This is to be completed immediately unless other arrangements have been agreed.
 - j. Report any new damage or loss within 24 hours to the SSWAC Booking Secretary.
8. A full declaration of equipment used and numbers attending during the hire must be completed and returned to the Booking Secretary within 7 days of the hire date. A final invoice will then be issued and should be paid within 14 days of the date of issue.
9. The hirer is responsible for the cost of any new damage caused through misuse to any part of the centre or hired equipment. This does not include general wear and tear or damage caused through faulty equipment.
10. Any property left in the changing rooms will become the property of SSWAC if not collected within 31 days from the date of hire.
11. Should any rubbish be left by the hirer or the centre is found to be unclean SSWAC will charge a standard £10 cleaning charge per hire to the hirer. This would show a clear breach of term “6E” and “6F”. This is why it is important to ensure term “4” and “6G” are adhered to.

SSWAC, C/O Booking Secretary:

Sue Reeve: Email: bookings@sswac.co.uk Website: www.sswac.co.uk

APPENDIX A - FIRST AID

We hope you have a happy time when using the centre with no accidents or injuries. But, just in case:

Hospital Treatment

In the event of an accident requiring hospital treatment the nearest A&E department (24hour) is:

Royal Surrey County Hospital,
Egerton Road,
Park Barn,
Guildford,
GU2 7XX

OS Grid Ref: SU 974 499

Directions

Best route from Godalming is to take the A3100 towards Guildford. Then, approximately 2 kms from Godalming, turn left onto the B3000 signed to Farnham. Continue on this road through Compton village until you reach the A3. Follow signs to Guildford on the A3 until you drop down the hill with Guildford Cathedral visible ahead. Take the first exit off the A3, signed to Park Barn. Then follow signs for the County Hospital.

Should there be a need for immediate medical attention please contact the emergency services by dialling 999 or 112. PLEASE NOTE: there are no phone boxes in the surrounding area of the SSWAC centre in order to make an emergency call.

Reporting – Serious Accidents

If anyone using the Centre, or canoeing from it, is unfortunate enough to have an accident involving serious personal injury please advise SSWAC as soon as practicable through the Booking Secretary. Please note this is in addition to, NOT as replacement for, any reports of accidents normally required by your organisation. For the Scout Association see “Policy, Organisation and Rules”, Rule 7.4 which requires that HQ are informed (0845 300 1818) and they will advise directly on the appropriate course of action.

Replacement of First Aid Items Used

You are welcome to use any of the First Aid items held at the Centre to treat minor injuries. But it is up to YOU to make sure any items used are replaced. If possible, please purchase replacement items and replenish the stock at the Centre with them. If this is not possible please contact the booking secretary and agree with him the best way of replenishing the stock.