

## 1<sup>st</sup> St Neots Scouts Hall User Guide for Hirers

### Version 1.2

#### Change History

Version	Date	Major Changes
V1.0	22/11/23	Initial creation
V1.1	9/9/25	Contact details updated
V1.2	28/11/25	Added Electrical information

#### Welcome

Welcome to 1st St Neots Scout Group and thank you for hiring our hall. The following has been put together to help you get the most from your time with us.

Please read the 'In an Emergency' section as soon as possible.

If you have any comments on this document, or you feel something is missing or wrong, please email [bookings@1ststneotsscouts.org.uk](mailto:bookings@1ststneotsscouts.org.uk).

#### In an Emergency

The building is fitted with smoke and heat detectors. There are also alarm call points located in the Main Hall, Community Room and Lobby.

In the event of a fire:

- 1.Sound the alarm by pushing one of the emergency alarm points.
- 2.Immediately evacuate everybody to the car park or beyond and confirm that everybody has left the building paying special attention to children and less abled people. Remember to check the toilets.
- 3.If safe to do so, attempt to tackle the fire using appropriate fire safety equipment.
- 4.Call 999 and say there is a fire at The Scout Hall in Bedford St, St Neots. The postcode (if asked for) is PE19 1AX.
- 5.Call Keith on 07876 730970 or Gareth on 07748 905545.

Only re-enter the building once a member of the Fire & Rescue Service has confirmed that it is safe to do so.

Fire Extinguishers can be found throughout the building but should only be used on minor fires and to facilitate evacuation.

## **Gaining Access**

Keys for the Car Park and Pedestrian gates (same key for both), main entrance door from car park to lobby, and emergency exit door from Main Hall to Bedford Street are on a ring stored in the left hand key safe located on the outside wall by the bins.

The code will have been communicated to you separately.

Please do not disclose this code to anybody else - it is changed regularly.

When you leave, please return the keys to the key safe, close it and reset the tumblers to 0000.

Any failure to return the keys, resulting in the need to replace them, will be charged at the rate detailed in the Hire Conditions.

Emergency exits do not require a key to exit and therefore do not need unlocking on arrival.

## **Central Heating**

For your comfort, the building is equipped with a “smart” central heating controller that should ensure the building has reached an appropriate temperature by the start of your hire period. Please ensure you have advised us of your desired temperature ahead of your booking.

Should you need to increase the temperature, use the thermostat in the Main Hall.

Pressing the ‘+’ button to the right of the display will increase the set-point by one degree.

The size of the building means that it takes time for the temperature to increase, so please be patient.

Any manual override will be cancelled automatically after 1 hour.

Please do not adjust any of the radiators; they have been set appropriately.

## **Tables and Chairs**

Tables and chairs are stored in the left-hand cupboard in the Main Hall. Feel free to use what you need, but please ensure they are all returned and stored safely.

## **Kitchen**

The kitchen is equipped with a microwave, stove, oven, fridge and kettle, and there should be supplies of tea, coffee and sugar. You are free to use any of the equipment, but please respect it and clean up after use.

Used cups, etc. should be placed in the dishwasher. If there is a full load, please help us by placing a dishwasher tablet in the designated compartment, closing the door and initiating an “Auto” cycle. Dishwasher tablets can be found in the cleaning cupboard under the sink.

Please do not leave milk etc. in the fridge at the end of your hire period.

### **Car Parking**

The external gravel area has room for 3-6 cars.

Cars are parked at the owner's risk and the Group accepts no responsibility for loss, damage or any other eventuality.

All vehicles must be removed at the end of the hire period.

### **Consumables**

It should never be necessary to top up any toilet rolls, soap, etc. If you do find that one of the dispensers has run out, please email [bookings@1ststneotsscouts.org.uk](mailto:bookings@1ststneotsscouts.org.uk).

### **Leaving**

Before leaving, please ensure:

1. Everybody has left the building.
2. All windows are closed.
3. All curtains are open.
4. All lights are off.
5. All external doors are closed and locked.
6. The car park and pedestrian gates are closed and locked.
7. The keys have been returned to the left hand key safe, the key safe closed and the tumblers reset to 0000.
8. You have bagged up any rubbish and that you take it away with you. DO NOT use our bins.

## Electrical Power

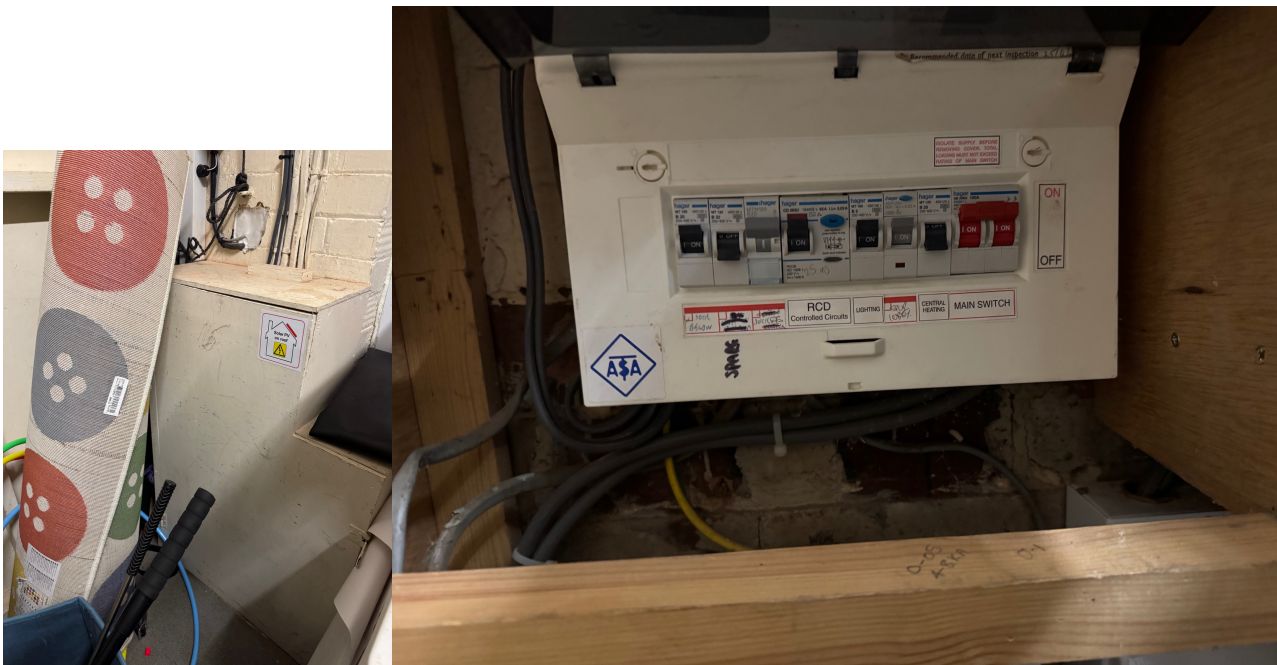
The electrical network is divided into two zones: The Main Hall, and the Kitchen & Community Room.

### Main Hall Electrics

The Consumer Unit for the Main Hall is in the Storage Area to the right of the front emergency exit. There are two consumer units (see pictures). The smaller one at the top is for the solar panels and shouldn't need to be touched. The consumer unit for the Hall is in the wooden cupboard.



Solar Panel Consumer Unit



Main Hall Consumer Unit



## Kitchen and Community Room Electrics

The Consumer Unit is in the Lobby above the coat hooks.



Kitchen at Community Room Consumer Unit in Lobby

## **Storage Shed**

Regular users can store equipment in the Storage Shed in the Car Park. The key for the lock is on the same ring as the other keys.

Please note that the shed is unheated and not guaranteed to be always 100% dry. It is highly recommended that stored equipment (especially soft toys) be stored in sealed containers with your name on.

The Group accepts no responsibility for any third-party equipment stored on the premises and carries no insurance for such items.