



**Girlguiding**

Thame District

*girls in the lead*

## Girlguiding Thame District Headquarters

### Terms and Conditions for Block Hire

#### Hiring:

- The hire of the guide headquarters is strictly at the discretion of the Girlguiding Thame District Committee.
- A new booking form is required prior to each new term (Autumn: Sept – Dec, Spring: Jan – April, Summer: May – Aug).
- Hiring fees for the booking period must be paid in full by the end of the previous booking period, as specified on the invoice.
- All outstanding fees must be paid within the timeframe specified on the invoice before bookings can be renewed, unless otherwise agreed with the Bookings Secretary.
- Cheques are to be made payable to: Girlguiding Thame District Building Fund. Receipt for payments will be given on request
- The minimum daily hire duration is 1 hour with multiples of ½ hour thereafter.
- The completed booking form must be returned to the Bookings Secretary as soon as possible and prior to the start of the hire period.
- No sub letting of any part of the building will be permitted unless previously agreed with the Bookings Secretary .
- One month's notice must be given if the hire is to cease.

#### Use of the hired rooms/building:

- The person named on the booking form must be in attendance during the event.
- Only the rooms hired are to be used.
- No posters or notices are to be displayed without prior approval of the Bookings Secretary.
- No fixings of any kind are to be made to any part of the building.
- No person attending the event must act in such a way as to cause damage to themselves, other people, the building, or fixtures & fittings.
- All rooms that have been used (**including toilets**) must be left in a clean and tidy condition, and all rubbish taken away.
- All equipment used is to be returned to its correct storage location.
- All windows and doors must be secured properly and lights switched off before leaving the building.
- Activities must not contravene the current fire, licensing and entertaining regulations.
- The hirer shall indemnify Girlguiding Thame District for any infringement of copyright during the period of hire.
- The hirer must have his/her own Public Liability Insurance.
- Alcohol can only be consumed by over 18 year olds.
- If alcohol is to be sold, the organiser of the function must obtain a licence and provide proof to the booking administrator. If not, the hiring will be cancelled.
- Discos and live music are not to be played on the premises on Mon – Thurs and music must stop no later than 23:00 at weekends.
- Noise must be at an acceptable level so as not to disturb local residents.
- Parties are to finish and be cleared away by 11:30, unless previously arranged with the Bookings Secretary.
- The hirer is responsible for appointing a fire marshall for the period of hire and must be familiar and comply with emergency and evacuation procedures displayed in the building. If there is a fire, no one must attempt to fight the fire using the fire fighting equipment unless they are trained to do so.
- Any portable electrical appliances brought into the building must have a current safety inspection certificate. Proof may be required by the Bookings Secretary .
- The hirer must appoint a trained first aider for the period of hire. A first aid box and accident book is available in the kitchen. Any injury must be recorded in the accident book and the Bookings Secretary must be informed.
- Smoking in any part of the building is strictly forbidden.
- If smoke or intruder alarms are activated when there is not an emergency, the hirer will reimburse Girlguiding Thame District , if appropriate, for all expenses incurred in order to restore the systems.
- If the hirer has a set of keys, they are responsible for them. They are not to be duplicated or handed to anyone else unless authorised by the Bookings Secretary .
- If the keys are lost, the hirer must report the loss to the Bookings Secretary immediately and the hirer must pay for a new set of keys.
- Persons using the car park do so at their own risk.
- Any queries relating to the building must be sent to [buildcommittee@thameguides.org.uk](mailto:buildcommittee@thameguides.org.uk) which will be dealt with as soon as possible.