



Girlguiding

girls in the lead

Thame District

Girlguiding Thame District Headquarters

Terms and Conditions of Hire for a Single Event

Hiring:

- The hire of the guide headquarters is strictly at the discretion of the Girlguiding Thame District Committee.
- Bookings for teenage and youth parties/dances will not be accepted.
- The normal maximum advance period for a booking is 6 weeks. Any provisional bookings required to be made in advance of this period are taken strictly on the understanding that the priority of use is by Girlguiding Thame District and the provisional booking may therefore have to be cancelled.
- The completed booking form must be returned as soon as possible to the Bookings Secretary.
- Full payment must be sent a minimum of 14 days before the event. Receipt for payments will be given on request
- Cheques are to be made payable to: Girlguiding Thame District Building Fund. If the hirer wishes to cancel the booking, 7 days notice must be given. The booking fee will not be refunded unless there are exceptional circumstances.

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 Thame 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 booking administrator.
- 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.
- 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 which will be dealt with as soon as possible.