



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 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. Payment directly into our bank account is preferable. Details are as follows; Bank: Natwest Sort Code: 60-24-77 Account No. 18578861, please quote the reference on your invoice,. Receipt for payments will be given on request
- The minimum daily hire duration is 1 hour with multiples of ½ hour thereafter.
- 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 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.
- 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 lights must be switched off before leaving the building and windows and doors must be secured properly. (A key for the windows has been left in one window in each of the halls. Please make sure it is put back before leaving the hall).
- Activities must not contravene the current fire, licensing and entertaining regulations.
- The hirer undertakes to indemnify Girlguiding Thame District against all losses in respect of damage to the premises or to property belonging to Girlguiding Thame District and against all claims made by any person for personal injury or loss of or damage to any other property arising out of the hiring and caused by the negligent act, error or omission of the hirer, or their agents, members or guests.
- The hirer must have his/her own Public Liability Insurance for the period of hire, including the liabilities referred to above, and must provide proof if requested.
- The hirer undertakes to indemnify Girlguiding Thame District for any infringement of copyright during the period of hire.
- 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. The first aid box is on the wall of the corridor between the kitchen and the main entrance hall. Any injury must be recorded using the Accident book and the completed sheet posted to the Building Committee using the SAE envelopes provided in the shelf unit next to the first aid box.
- 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 thameguides@outlook.com, which will be dealt with as soon as possible.