

Girlguiding Staffordshire County Headquarters

Conference & Meeting Hire

Conditions for Use

Girlguiding Staffordshire is a registered charity and the premises are managed and maintained by a voluntary committee of Trustees from across Staffordshire.

If any of the following is unclear, the person booking the facilities should contact the County Administrator

The person booking the facilities:

- Is responsible, during the time for which the facilities are booked, for supervising all activities on the premises, and for safeguarding the fabric and contents from damage or loss;
- Must not use the premises, or allow them to be used by others, for any other purpose than that stated on the booking form;
- Shall not permit the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything, which may endanger the same or render invalid any insurance policies thereof.
- Must not allow the consumption of alcoholic liquor on the premises without the written permission of Trustees; if such permission is granted, there must only be modest consumption. Girlguiding Staffordshire does not have a license for the sale of alcohol. The sale of intoxicating liquor without the necessary license is strictly forbidden.
- If serving food, must ensure compliance with all relevant food health and hygiene legislation and regulations; must remove all foodstuffs and associated rubbish from the building before leaving
- Must ensure that any electrical appliances or equipment brought onto the premises and used there is safe and in good working order, and equipment used in a safe manner shall be covered by a residual current circuit breaker.
- Shall indemnify Girlguiding Staffordshire for the cost of repair of any damage done to any part of the property or its immediate surroundings, or the contents of the buildings, which may occur during the time he/she has booked the facilities; if damage has occurred to inform the County Administrator
- Shall be responsible for ensuring the safety of any person(s) using the building during the letting.
- Shall not permit his/her use of the building to continue after the period for which the building is hired.
- Must ensure that the hot water boiler is turned off after use.
- Is responsible for letting the County Administrator know if the facilities are not needed at the last minute or if vacated earlier than planned

- Is responsible for letting the County Administrator know of any cancellation of a booking as soon as possible in order that the facilities may be made available to others who may have requested use of them.
- On leaving the building, is responsible for leaving the premises and their immediate surroundings clean and tidy, for replacing any furniture or equipment in the place where it was on arrival, for checking that all appliances and lights are switched off, that windows and doors are closed. If cleaning is not completed by the Hirer, it will be arranged by the Trustees and charged to the Hirer.
- All breakages to be reported and paid for
- Should ensure that pins, drawing pins, paper clips, pieces of wire, short sticks or any items which could be harmful to young children, are picked up from the floor or furniture
- Should note that blutac, sticky tape or any form of adhesive is not permitted and should not be attached to the walls or doors
- Guide Dogs and Hearing Dogs are the only animals to be permitted in the building.
- No smoking on the premises.

Girlguiding Staffordshire

- Has the right to refuse a booking of the building if the Trustees have doubts as to the suitability or appropriateness of the event for which a booking is sought
- Has been advised by the fire service that no more than 100 persons shall be permitted to be on the premises at any one time
- Will provide provisions to make tea & coffee

Hire

- All occasional lettings shall be paid for at least seven days in advance of the hiring. In the event of non-use or cancellation the fees may be returned at the discretion of the Trustees.
- Once room bookings are confirmed, room cancellations will be charged on the following basis:

More than 28 days notice	- No charge
Between 15 & 28 days notice	- 50% room hire
Between 5 & 15 days notice	- 75% room hire
Less than 5 days notice	- 100% room hire

All cancellations should be made in writing and will be effective on the date received by Girlguiding Staffordshire.
- A refundable deposit of £50 must be paid in advance. This will be returned within 7 days less cost of any damage or additional cleaning. Trustees reserve the right to retain the deposit should the event be cancelled.

Rates

Hurst Hall	£60 per 4 hours
Twyford room	£40 per 4 hours
Friendship room	£20 per 4 hours (or free when booked with Hurst Hall)

Keys

- Entry and exit by arrangement with the County Administrator
- If the hirer is locking the premises, the building must be left secure, windows secured and the key returned to the authorized person or placed in the key safe as agreed with the Trustees.

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Booking Form

PLEASE COMPLETE ALL OF THE FOLLOWING

DETAILS OF HIRE

Date of hire.....

Time from.....

Time to.....

Total cost.....

Total deposit paid.....

Total remaining.....(to be paid at least 7 days prior to date of hire)

CONDITIONS OF HIRING

I/We.....(Organisation Name) *please print*

Having read the conditions of the hiring of **Girlguiding Staffordshire County Headquarters** agree to observe and be bound by them and agree to pay the appropriate fee.

Signed.....

Hirer must be 25 years of age or over

Address.....

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Telephone number.....

Email address.....

PLEASE RETURN THE COMPLETED FORM AND FEES (**Cheques payable to:** Staffordshire Guides)

TO:-

County Administrator

Girlguiding Staffordshire County Headquarters, St Peters School Site, Church Lane, Hixon, Stafford ST18 0PS