

LITTLEHAMPTON GIRLGUIDING CENTRE CONDITIONS OF USE

1. These terms form part of the agreement between the HIRER and the MANAGEMENT.
2. The HIRER must be over the age of 21.
3. The Hire Charge applying at the time of the use of the Hall shall be the amount payable.
4. If the HIRER wishes to cancel a booking before the date of the event and the MANAGEMENT is unable to secure another letting, the MANAGEMENT reserves the right to make a charge.
5. During the period of hire, the HIRER will be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including ensuring that noise nuisance or other disturbance is not caused to neighbouring properties.
6. The HIRER will ensure that cars park only in the marked bays and that access for emergency vehicles is maintained, emergency exits are not obstructed at any time and persons using the premises do not obstruct the footpath or highway.
The MANAGEMENT reserves the right to ask for any vehicles causing an obstruction or not parked correctly to be removed.
7. The MANAGEMENT reserves the right of entry to the premises at all times.
8. Any HIRER who is not a member of the Guide Association or the Scout Association must provide evidence of Public Liability Insurance of at least £5,000,000 before using the building.
9. Girlguiding UK, Littlehampton and Arundel District and the MANAGEMENT shall not be liable for any injury to persons, loss or damage to property brought onto the premises or for any consequential loss.
10. The HIRER shall not subject or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof or the good reputation of the centre or Girlguiding Littlehampton and Arundel District.
11. The HIRER shall report to the MANAGEMENT via the booking secretary or the management representative any damage, loss or as soon as possible, or when the keys are returned.
12. Accidents must be reported to the management in writing, where an accident form or book has been completed for the hirers own purpose, a copy must be forwarded to the MANAGEMENT as soon as possible.
13. The HIRER shall indemnify the MANAGEMENT against the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the building during the hiring.
14. At the end of the hire period the HIRER is expected to leave the premises and surrounds in a **clean and tidy** condition and any items such as chairs and tables temporarily removed from their usual position or storage area should be properly replaced or returned.
15. The HIRER shall agree to terminate the proceedings in sufficient time to ensure the premises will be vacated at the hour stated on the agreement.
16. The HIRER shall observe the fire emergency instructions posted throughout the premises and ensure that they are followed in the event of fire. A representative of the MANAGEMENT will attend any fire alarm.
17. The HIRER shall ensure that all lights are turned off, all internal doors closed, all windows are secured shut, the kitchen fire shutter completely closed, all doors are locked, and the intruder alarm correctly activated when vacating the premises.
18. Where the hire includes the use of the kitchen, it is the HIRERS responsibility or their nominated caterer to comply with all Food Hygiene & Health and Safety regulations.
19. The HIRER must ensure that any portable electrical equipment brought onto the premises is tested and in good and safe working order.
Please note that electric circuit protection devices will trip and cut the power supply to the premises if faulty equipment is plugged in.
20. The HIRER is responsible for the health and safety of those using the building during the hire period, and for undertaking any risk assessments necessitated by their activities.
21. HIRERS must make their own first aid arrangements.
22. The HIRER shall ensure that the kitchen is left in a clean and tidy condition and all crockery, cutlery and kitchen equipment used by the HIRER is cleaned, dried and returned to its correct storage place.
23. The HIRER must ensure that all rubbish is removed from the building at the end of the hire period and put into outside bins. General rubbish must not be placed in the recycling bin and any rubbish that will not fit into the external bins must be removed from the site by the HIRER.
The MANAGEMENT reserves the right to charge the HIRER for disposing of any rubbish left inside the building or left outside the external bins.
24. The HIRER's deposit will be forfeited if the building requires specific cleaning after a hire period.

25. The premises does not have a public entertainments license, and the sale of alcohol is not permitted.
26. **Smoking is not allowed on the premises or grounds.**
27. Television receiving equipment must not be used on the premises.
28. **When the premises is used as overnight accommodation:**
 - a. Only the camp beds provided by the centre are to be used.
 - b. Child members of the Guide and Scout Associations are not permitted to sleep in the first floor Corbett room.
 - c. The first floor office may be used as a first aid / sick bay during the overnight stay / pack holiday.
 - d. First aid kits must be provided by the HIRER.
 - e. Accidents must be reported to the MANAGEMENT in writing, using a copy of the relevant Scout or Guide Association accident report form if members of the association are involved.

Emergency telephone number (for property issues only): 07788 804580

Note: Arrangements for key collection or hall opening to be made with the Booking Secretary.