**Non-Guiding Member Occasional Hire Agreement**

|  |  |
| --- | --- |
| Name and Address of Premises owner | Moulton Guide Headquarters Management Committee Fund  Moulton Guide Hall, Barlow Lane, Moulton, Northampton, NN3 7SZ |
| Registered Charity Number | 304408 |

**Undertaking to indemnity**

In consideration of the owners making the facility noted above available to the persons and bodies (who are not members of the guide association) on the terms set out below, the owners require the following undertaking to be completed.

Section A

|  |  |
| --- | --- |
| Name and Address of the contact person for the hire |  |
| Contact Telephone Number |  |
| Email Address |  |
| Name of Organisation (if applicable) |  |
| Purpose of hire  Please give a brief description of the intended use of the hall |  |

**Occasional Booking (hires must start and finish on the same day)**

|  |  |  |
| --- | --- | --- |
| Start Date and Time |  |  |
| End Date and Time |  |  |
| Total Number of hours |  | |
| Party Hire Damages Deposit | £50 refundable deposit | |
| Price | £12 per hour | Total = £ |

All bookings must be paid for no less than 7 days in advance. Your booking is not confirmed unless paid for in full. Times must include adequate time for you to set up and pack away.

No refund will be provided unless written notice of cancellation is received no less than 48 hours in advance.

Section B

The hirer must protect the owners against all losses while they are in charge of the premises. This includes damage to the premises or to any property belonging to the owners 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 negligent act, error or omission of the hirer, or the servants or agents, or members of guests of the hirer.

The hirer should consider taking out and maintaining an insurance policy covering third party liability, including all liabilities referred to above, for a limit of no less than £5,000,000 (five million pounds) in force for the period of hiring and must produce proof of the policy for this booking and on request to any authorised officer of Girlguiding. Should a claim be made.

The hirer should produce a risk assessment for their activity where necessary and submit with this booking form

|  |  |
| --- | --- |
| Signed |  |
| Full Name in Capital Letters |  |
| Date |  |

Bank Details for return of deposit after event, provided there is no damage caused.

|  |  |
| --- | --- |
| Bank/Building Society Name |  |
| Account Name |  |
| Sort Code |  |
| Account Number |  |

We collect your personal information to manage your hire, provide incident related support, process insurance claims, and other legal purposes.

We may share your data with:

Insurance companies

Legal representatives

Girlguiding HQ

Regional and Local Guiding Organisations

Other third parties connected to your hire, for example the fire brigade

We process the data you provide under our legitimate interests of managing our property in line with legal requirements. For further information and why Girlguiding use your personal data, including how long we keep it, your rights and how to contact us, please read our full privacy notice at**: Girlguiding.org.uk/privacy-policy/**

For Office Use Only

|  |  |
| --- | --- |
| Insurance Received |  |
| Risk assessment Received |  |
| Invoice Sent |  |
| Payment Received and Booking confirmed |  |
| Refund Completed |  |

**Opening Procedure**

* Open the hall and sanitise your hands
* Sanitise all touch points using disinfectant wipes– door handles, window handles, toilet handles and taps
* Open all windows to allow for ventilation
* Encourage users to use hand sanitiser
* Use of the kitchen is included in your hire. Please supply your own tea towels

**Closing Procedure**

* Close and lock all windows and the fire exit door
* Sanitise all touch points – door handles, window handles, toilet handles and taps.
* Remove all rubbish from bins and take it away with you
* Wash and put away any items used in the kitchen
* Turn off hall lights