



WILTSHIRE NORTH GUIDING CENTRE

Maud Heath, Home of Girlguiding Wiltshire North

East Tytherton, Chippenham, Wiltshire, SN15 4LT Tel:- 01249 740660

TERMS & CONDITIONS OF HIRE.

Maud Heath Management Committee reserve the right to accept or reject a booking.

External hiring will be required to complete a **Hirer's Agreement** prior to acceptance of a booking

Provisional bookings will be accepted but confirmation and booking deposit must be received within the next seven days. After this time the reservation will be removed and the dates made available for hire

A refundable deposit is **no longer** required but an invoice will be raised for excess electricity usage, damages or breakages and any additional cleaning requirements resulting from the hiring

Conditions

1. The hirer will be responsible for maintaining good behaviour during the hire period, ensuring that persons living nearby are not disturbed by excessive noise. This includes arrival and departure
2. As per the Government directive regarding smoking in a public place Maud Heath Centre has a policy of NO SMOKING within the building and grounds; hirers are requested to comply
3. All official signs and notices displayed within and around the building shall be adhered to
4. Hirers shall not remove any Furniture or Equipment from the Centre
5. The hirer shall be responsible for the security of the premises during the hire period. Please refer to the latest Instruction Leaflet that will be provided on arrival together with any additional information
6. The hirer shall be responsible for conserving energy by switching off all lights, kitchen appliances (where appropriate), water heating and central heating

Note:- Excessive use of electricity. Day hire will charged at standard rate for all electricity used.

Residential hirers will be charged for usage exceeding 10 units per 24 hours and invoiced on completion of the hiring.

7. All water taps must be turned off when not in use
8. All windows and external doors are to be secured on leaving the building, during the period of hire
9. On entering the building the hirer must identify the position of Fire Points and Emergency Exits. Door keys can be found adjacent to each external door. Hirers are responsible for their own fire drills

Note: All Fire Exits must be kept clear at all times (inside and out)

10. No damage is to be caused by fixing or adhering anything to walls, ceilings or floors except in designated areas

Licences

11. The centre does not have a TV Licence so the TV receivers provided are for viewing bats when in residence. A DVD player and a VHS recorder are available for pre-recorded material.
12. The centre does have PPL and PRS licences allowing music to be played
13. The Internet is available but can only be used when authorised. The leader of any group will be responsible for sites viewed by any of their members
14. A phone is also available between 7pm and 7am each weekday and all day at weekends

Note: Any weekday calls outside the above hours will be charged to the hirer

15. Accidental damage/equipment failure: The hirer shall notify the Maud Heath Centre Management Committee and fill out a damage entry in the log provided of any accidental damage or equipment failure. Late reports can be forwarded, by email to the Booking Secretary, within 24 hours of the end of hire

Note: An accident/damage record book is available in the office and should be completed before departure. The hirer will be liable for damage caused by wilful or careless actions and shall be invoiced on completion of any remedial work.

16. Items that could cause damage or injury (including fireworks) shall not be brought onto the Premises or Grounds.
17. Mains operated electrical goods can only be used if supported by a safety certificate or test label.
18. Access by car to the playground and field is via a Private Road; please treat this area with courtesy. Car parking is available on the tarmac playground at the back

of the centre -

NO PARKING in the Private Road except in the lay-by adjacent to the main entrance.

19. The private road leading to the car park is subject to a 5mph speed limit
20. Hirers are to ensure that any equipment, belongings or refuse are removed from the grounds on departure. Grass cutting is carried out by a contractor.

Note:- The playing field is available for village use when not required by the hirer.

21. Fire Regulations 2006:- These regulations must be observed - a copy is on display in the office or can be found on line at:-

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

22. The hirer is responsible for removing all waste and ensuring that the premises, including the appliances are left clean and tidy

Note: Failure to do so may result in an additional charge

23. The village of East Tytherton is a conservation area, please respect this and avoid causing damage to property, vegetation and wildlife

Bats and Newts:- Two types of bat are resident in the roof areas and are protected species

Likewise great crested newts also inhabit the grounds and are a protected species

Cancellation policy

All cancellations are to be submitted in writing, the deposit is non-refundable.

Reference material

A folder will be provided on arrival containing:- MHC Booklet
Self-assessment departure sheet
Risk Assessment sheet
Layout of the building including fire information
Fire Appliance information and instructions
Additional information will be added as applicable.

Next Review 2015

Terms & Conditions Revised March 2014