



# Girlguiding Ravenscroft Guide & Community Centre

## TERMS & CONDITIONS

### 1. CHARGES

- (i) Charges will be made as identified on the booking form.
- (ii) The Hall Committee reserves the right to vary the hire charges from time to time, but any variations will not be applied to confirmed bookings.
- (iii) Deposits are not refundable if cancellation is within 30 days of the date of hire.
- (iv) Full payment is due two weeks before the date of hire.

### 2. BOOKING

- (i) The Bookings Officer will, on receipt of an enquiry, make a provisional booking. A Booking form can then be downloaded from the website (or posted if required). This should be completed by the hirer and returned to the Bookings Officer.
- (ii) On receipt of the completed booking form together with full payment or deposit, the Bookings Officer will make a firm booking. If confirmation is required, a stamped addressed envelope is required. Hirers are advised to enclose this with their completed booking form to avoid any dispute.
- (iii) The Hall Committee reserves the right to decline any booking.

### 3. INSURANCE

- (i) Third party insurance cover is held by the UK Girlguiding in respect of the Ravenscroft Guide & Community Centre. The cover is in respect of injury to persons and property.
- (ii) The hirer shall indemnify the UK Girlguiding against all claims for damages, compensation and costs in respect of the following:
  - a) Bodily injury or illness to third parties and damage to third parties property.
  - b) Damage to the premises and loss and/or damage to the contents of the premises caused by or arising out of being incidental to the hirer's use of the premises.



## 4. ALCOHOL POLICY

- (i) The hall does not hold a license to sell intoxicating liquor. However, it is acceptable for alcohol to be dispensed on the premises if no charge is made.
- (ii) If alcoholic beverages are to be sold on the premises, then a *Temporary Event License* must be acquired from Horsham District Council. It is the responsibility of the hirer to arrange for this license. Since there is a limit of how many of these will be granted annually, the hirer must inform the hall committee (see enquiries address below) of their intention to apply.

## 5. CONDITIONS OF HIRE

- (i) The person signing the booking form, or his/her nominee, will be deemed responsible for complying with the following conditions:
  - a) Ensuring that all tables, chairs and other items of equipment are returned to their original places.
  - b) That crockery and utensils are cleaned and stored.
  - c) That the kitchen is left clean and tidy.
  - d) That unless alternative arrangements have been made, all property; jumble and rubbish is removed.
  - e) That no notices or other items are attached to the fabric of the premises.
  - f) That noise levels are kept to a level where no annoyance or inconvenience is caused to the persons living in the vicinity of the premises.
  - g) That all fire exits remain free from obstruction at all times.
  - h) That all functions cease on or before the following times:
    - Monday to Thursday: 10:30pm
    - Friday or Saturday: 11:00pm
    - Sunday or Bank Holiday: 9:00pm
  - i) That no animals are on site unless by prior arrangement. No fouling of the grounds as the hall and its grounds are used extensively by pre-school children
  - j) That on vacation of premises the following actions and checks are carried out:



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- 1) All electrical appliances are switched off and unplugged where possible.
- 2) All windows, doors and fire exits are secured.
- 3) That no persons remain on the premises. Please remember to check WCs.
- 4) All inside lights are turned off
- 5) That the front door is locked, and any keys on loan returned.
- 6) That the gates to the road are closed.

**PLEASE DO NOT PARK VEHICLES IN SUCH A WAY THAT THEY CAUSE OBSTRUCTION TO THE HALL OR NEIGHBOURING PROPERTIES.**

**DO NOT PARK ON THE GRASS**

**SMOKING IS NOT ALLOWED IN THE RAVENSCROFT GUIDE & COMMUNITY CENTRE**

**FIREWORKS ARE NOT PERMITTED**

Enquiries to:

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