



Hut Conditions of Use

- By law, **smoking is prohibited on the premises, including the gated outdoor area.**
- By law, **alcohol must not be sold on the premises.**
- Girlguiding Hertford Friends of Guiding reserve the right to decline any booking as they see fit.
- On rare occasions, your regular booking may be unavailable, if Girlguiding Hertford need use of the hall. You will be given minimum 6 weeks notice of this.
- Cancellations – for regular bookings, the hire fee will still apply if you choose not to use one of your bookings for any reason.
- Cancellations – for parties or one-off bookings, the full hire rate will be liable for any cancellation within 2 weeks of the booking date.
- All non-Girlguiding groups should have appropriate public liability insurance up to £5 million in place and a copy of the insurance certificate must be provided to the booking secretary upon receipt of these signed conditions.
- No liability is accepted by Hertford District Friends of Guiding for:
 - Loss of or damage to any personal property belonging to the members of any group. For example, watches, jewellery, cameras or clothing.
 - Losses or additional expenses due to delays or changes in travel services, sickness, weather, strikes, riots, war, quarantine or any other cause.
 - Personal injury or death of any participants however caused, unless by the proven negligence of the hut management.
- The hall has a 10pm curfew.
- The hut is in a residential area. Noise must be kept to a minimum after 10pm and before 8am.
- It is the user's responsibility to ensure that all visitors have read the fire notices, and are aware of the fire exits and assembly points.
- Any breakages or damage (caused by other than acceptable wear and tear) must be reported to the bookings secretary at weststreetguidehut@gmail.com and paid for. To prevent damage, no ball games are allowed indoors.

E: weststreetguidehut@gmail.com

Bookings – Clare Curley

President – Sian Morgan

Secretary – Kate Maguire



- You will be responsible for taking home, and disposing of, any rubbish created during your hire.
- Toilet paper, paper towels and cleaning equipment can be found in the blue cupboard in the entry hall. The code to access this cupboard is the same as the code for the key safe.
- Any use of fire extinguishers due to accidental discharge will incur an additional charge.
- Users are required to ensure that all areas are left clean. If it is found that the premises have not been sufficiently cleaned, then Hertford District Friends of Guiding reserves the right to charge an additional sum for professional cleaning.
- When leaving the hut:
 - Close all doors and lock all windows. Window key is on a hook by the double doors in the main hall.
 - Turn all lights and electrical equipment off, except for heaters which should remain on.
 - Turn all taps off in the toilet and remove any plugs in the basins.
 - Water stopcock should be turned off (located in kitchen above microwave).
 - Ensure the front door is locked and the key is in the key safe.
- Please report any problems encountered during your hire to the booking secretary.

E: weststreetguidehut@gmail.com

Bookings – Clare Curley

President – Sian Morgan

Secretary – Kate Maguire

