## Logo, company name Description automatically generated

*Where guiding history comes alive!*

**Charity No - 280532**

**Invoice No:**

**ARC Building Booking Contract**

Please complete this form once you have discussed a date and your requirements with the County Archivist [archivist@girlguidingnorfolk.org.uk](mailto:archivist@girlguidingnorfolk.org.uk)

DATE FROM \_\_\_\_\_\_\_\_ TIME \_\_\_\_\_\_\_\_ DATE TO \_\_\_\_\_\_\_\_ TIME \_\_\_\_\_\_\_\_ (to include setup and clear away)

PURPOSE OF HIRE Sessions, including resources, led by a member of the Archive Team

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GROUP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSTCODE \_\_\_\_\_\_\_\_\_\_\_\_ TEL NO \_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nos: Rainbows \_\_\_ Brownies \_\_\_ Guides \_\_\_ Rangers\_\_\_ Adults \_\_\_ Others \_\_\_\_

ANY ADDITIONAL VISITOR SENSORY NEEDS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the Terms and Conditions of Hire overleaf:

SIGNED DATE

* RETURN booking contract by email to [archivist@girlguidingnorfolk.org.uk](mailto:archivist@girlguidingnorfolk.org.uk)

Confirmation email and invoice will be sent once booking contract is received.

* Full payment is due on booking and can be made by cheque or BACS. Please confirm if you would like a receipt emailed to you.
* Any queries please contact:

County Archivist – Helen Green [archivist@girlguidingnorfolk.org.uk](mailto:archivist@girlguidingnorfolk.org.uk) or

County Treasurer – Catherine Morrey [treasurer@girlguidingnorfolk.org.uk](mailto::treasurer@girlguidingnorfolk.org.uk)

* If you are only hiring the building you will be contacted prior to arrival to confirm access arrangements.
* Please retain a copy of this contract for your records. **PTO**

**Terms and Conditions of Hire**

**Use of Premises:**

1. The ARC is a NON SMOKING building.
2. Please read the Welcome Pack on arrival. This is available on the notice board in the entrance lobby.
3. Please make sure you are aware of all boundaries. Park all cars at the ARC; do not use Patteson Lodge site beyond the large bins on the driveway.
4. Please consider the neighbours when planning the times of programme activities especially early morning and late at night.
5. All breakages and damage are the responsibility of the hirer; please contact the County Archivist.
6. Be aware of and implement the Health and Safety instructions and emergency procedures for the duration of the visit. (These are available in the Welcome Pack.)
7. First aid kits need to be supplied by the Hirer.
8. Decoration – no materials should be affixed to walls/floors using pins/blue tack etc. A flipchart is available if required - please contact the County Archivist.
9. **Checklist:**

On departure it is the responsibility of the Hirer to:

* Leave all furniture /equipment where found on arrival.
* Clean building thoroughly before leaving and dispose of rubbish in the appropriate bin.
* Shut all windows, check all doors are locked.
* Return keys where instructed.

**Insurance:** We remind all groups that they need their own Public Liability and Personal Accident insurance to cover unavoidable accidents during their stay. All Guide and Scout groups have this through their respective Associations, and local authority schools through the Education Authority.

**Data Protection**:

|  |
| --- |
| I consent to Girlguiding Norfolk County collecting my details via this form. I understand that the information provided will be processed by Girlguiding Norfolk County in accordance with General Data Protection Requirements, that the data will only be used for processing my booking and that it will not be shared with other organisations or kept for longer than necessary for this purpose. Full details are included in the Girlguiding Norfolk County Privacy Notice available on request.  G:\GGN ARC Booking forms\MA logo |