**Normanhurst Guide Hall**

**Information for Hirers**

**Please note the following in relation to your hiring agreement**

1. Termination of the agreement by the Normanhurst Girl Guides is covered in the hire agreement in paragraphs 13 & 14. As the hirer, you are also able to terminate the agreement with two weeks’ notice and the payment of any outstanding fees.
2. Start and finish times. The hall hire times must be correct to the time you use the hall. An extra 10-15 minutes setting up and cleaning time is acceptable on occasions, however continual use for a longer period must be advised so that payment can be altered.
3. The hall can not be accessed at other times unless advice has been given to the hall co-ordinator ( a minimum of 24 hrs notice is required).
4. Keys can not be copied or handed to other parties to access the hall for any reason or purpose.
5. Equipment, displays and items left in the hall must be included in the lease agreement and clearly marked with the name of the group storing them in the hall. Tag and testing is required of all electrical items in the hall and this cost will be passed on to the hirer.
6. A register is required of all chemicals stored in the hall. Therefore if the hirer is storing dangerous or hazardous materials such as paints, cleaning fluids etc. in the hall, they are required to provide a register and safety data sheets to be kept in the hall chemical register. They are also required to keep these items locked away and out of reach of young children.
7. Cleaning: There is no cleaner or rubbish collection for the hall. The hirer can expect a tidy and swept hall and is expected to sweep and tidy the hall at the end of each use.
8. Doors and routes to emergency exits must be kept clear at all times.

**Please check that the following have been completed when you leave the hall.**

1. A note has been left or an email sent regarding anything that requires attention e.g. maintenance, repairs, damages, use of first aid supplies, graffiti, vandalism
2. All rubbish has been removed including from the kitchen and bathroom.
3. Toilets have been flushed as required.
4. Moved items have been returned to their original positions i.e. tables, crockery, cleaning materials etc.
5. Tables have been wiped and floor swept.
6. Kitchen area has been left clean and clear.
7. The lights, heaters, fan, hot water and stove switches have been turned off.
8. The remote controls have been returned to the red tool box.
9. The gate key has been returned to its hook.
10. The hall key has been returned to the key safe as required.

Thanks