



**Girlguiding Sheffield Guide House**  
**41 Townhead Street Sheffield S1 2EB**  
**BOOKING FORM**

In case of cancellation please email/ring Guide Office on 0114 2725557 as soon as possible.

Keys are available from your Division Commissioner/Advisor

<i>Leader in Charge</i>	
<i>Unit/position</i>	
<i>Address</i>	
<i>Telephone number</i>	
<i>Email address</i>	
<i>Date(s) and time(s) of proposed bookings(s). Multi-date bookings can be input. Please input dates as dd/mm/yyyy</i>	
<i>Purpose of booking</i> <i><u>(Bookings cannot be made for non Guiding activities)</u></i>	
<i>Anticipated participant numbers</i> <i><u>(No more than 110 persons are allowed in the building at any one time)</u></i>	
<i>Meeting area required</i>	<i>Large meeting area (Ground floor)</i> <i>First floor meeting area</i>  <i>Or all areas required</i>  <i>(please replace N with Y for area(s) required)</i>

*I have read, understood and agree to abide by the attached Terms & Conditions and Emergency and contingency plans*

*Signed*

*Date*

*Position*

## ***Terms and Conditions relating to the hire or use of Guide House 41 Townhead Street***

- Use of the building is on condition of the acceptance of the Terms and Conditions listed below
- The building should only be used for the purpose given on the booking form
- The safety and well being of the occupants is the responsibility of the person making the booking
- The booking will not go ahead without the signing of this agreement, the Fire and Safety instructions and a completed booking form
- The building cannot be used for sleepovers
  
- The intruder alarm should be disarmed on entry and must be reset on leaving the premises
- All doors and windows should be locked before leaving
- All lights to be turned off
- The outdoor light to the front of the property should be turned off before leaving
- The building should be left in a clean and tidy condition.
- Anyone leaving the building in a dirty or untidy state will be charged for cleaning
- Chairs should be stacked no more than five high.
- Tables to be wiped down thoroughly and stored safely
- Any breakages or damage should be reported to the office straight away.
- Breakages will be charged for at cost
- All crockery, cutlery, arts materials etc should be returned to the place they were taken from
- All spillages should be dealt with immediately
- Any electrical equipment brought into the building should either be under warranty or recently PAT tested
- Waste and litter should be placed in the wheelie bin adjacent to the back door
- Windows marked DO NOT OPEN must not be opened except in an emergency
- Toilets should be checked before leaving (There are cleaning materials under the sink in the kitchen)
- All taps should be turned off
- The central heating control can be adjusted (see instructions on the thermostat ) Please do not alter the timings
  
- Cars can be parked in the car park to the rear of the building for evening bookings in such a way as not to block the exit or entrance of other users. Please do not use any spaces marked for the use of others. Anyone clamped or fined will be liable for the penalty
- Guide House parking spaces are clearly marked
- Please do not park immediately outside the back door as this could restrict a speedy exit in case of emergency
- Collection and return of a key is the responsibility of the person making the booking. Keys will be available from Division Commissioners and/or Advisors
- Loss of a key should be reported to the office immediately. Keys cannot be cut without authorisation. Lost keys will be charged at £15 per key.
- Keys should not be passed on to unauthorised users or anyone outside Guiding
  
- A register/signing in sheet should be kept of all those attending meetings/trainings
- No one under the age of 14 is to be allowed in the ground floor kitchen area, IT room or unsupervised on the first or second floors
- The water boiler on the first floor should not be used if under 14's are using the floor
- The water boilers should be unplugged before leaving the building
- Brushes, vacuum cleaner and mops can be found in the store cupboard adjacent to the stairs on the ground floor
- The store cupboard should be kept locked
- All internal doors are fire doors and must not be wedged open
- No candles are to be used
- No items to be left on the stairs
- Exit doors should not be blocked in any way
- All accidents/near misses should be recorded in the Accident Book

## Emergency and contingency plans for Guide House 41 Townhead Street Sheffield S1 2EB

*The person running the event or who made the booking is the responsible person as mentioned in these instructions. That person has legal responsibilities as to the well being and safety of others present throughout the event/meeting*

*These instructions should be signed by that person before the commencement of the event/meeting*

**AT NO ONE TIME MUST THE BUILDINGS MAXIMUM OF 110 PERSONS ON THE PREMISES BE EXCEEDED. THERE ARE NO EXCEPTIONS TO THIS RULING**

- **How people will be warned if there is a fire;**

The building is covered by a fire detection system that in the event of a fire an audible alarm will sound. All people in the building must on hearing this alarm leave by the nearest exit without stopping to gather personal belongings.

- **What staff/responsible person /responsible persons should do if they discover a fire;**

On discovering a fire staff/responsible person should break the Fire Call point glass to activate the alarm. If they have been trained and it is safe to do so they can attempt to tackle the fire with the appropriate extinguisher.

- **How the evacuation of the premises should be carried out;**

All evacuation routes are clearly marked with the appropriate signage. Staff/responsible person must use the nearest and safest route. Staff/responsible person who are allocated an individual with a PEEP\* must follow the instructions appertaining to that individual.

- **Identification of key escape routes;**

All key routes are marked with the appropriate signage. All present will be made aware that the Meeting Point for any emergency is the gates to the rear car park adjacent to 33 Townhead Street. Read the signs appropriate to each floor and be aware of emergency exits

- **Arrangements for fighting fire;**

Sufficient and suitable fire fighting extinguishers are available on each floor. If you have had appropriate training you can use the extinguishers to tackle a small fire if it is safe to do so.

- **Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;**

Any person who is visiting premises and has a recognised disability will be provided with a PEEP\*. This will indicate where and what they can do and the individual who will be responsible to assist in their evacuation should an emergency arise.

- **Contingency plans, e.g. Restrictions on the use of the building, for when life safety systems are out of order, e.g. fire-detection and warning systems;**

Should the fire detection system become inoperative the meeting function of the building will be withdrawn. All parties should not continue to use the building until advised otherwise

- **How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this;**

The 999 system will be used to call any of the emergency services. Any member of staff/responsible person can call 999. The senior member present will ensure that a role call is taken and that this information and any other relevant information is passed on to the fire service on their arrival. All visiting parties shall have signed the visitors book located on the ground floor or taken a register of those present

**\*Personal Emergency Evacuation Plan - COPIES ARE HELD IN THE SIGNING IN BOOK OR ARE AVAILABLE ON REQUEST PRIOR TO THE DATE OF THE BOOKING**