

Terms and Conditions  
for the Hire of Jubilee House and Campsite  
Horton Road, Stanton St. John, Oxford, OX33 1AG



## HIRING:

- The hire of the Guide Headquarters is strictly at the discretion of Girlguiding Oxfordshire.
- The completed booking form must be returned with the deposit to confirm your booking.
- Full payment must be sent a minimum of 14 days before the event.
- Cheques are to be made payable to Girlguiding Oxfordshire. BACS details will be given on request.
- If the hirer wishes to cancel the booking, 21 days' notice must be given. The booking fee will not be refunded unless there are exceptional circumstances.
- Groups are responsible for the cost of any damage they may cause.

## USE OF THE HIRED ROOMS / BUILDING:

- The person named on the booking form must be in attendance during the event.
- Posters or notices are to be displayed on the notice boards only.
- No fixings of any kind are to be made to any part of the building.
- All rooms that have been used (including toilets) must be left in a clean and tidy condition, and all rubbish taken away.
- All equipment used is to be returned to its correct storage location.
- All lights must be switched off and windows and doors must be secured properly before leaving the building.
- Activities must not contravene the current fire, licensing and entertaining regulations.
- Groups other than Girlguiding or Trefoil Guild members must ensure that they have adequate public liability insurance during their stay. Girlguiding Oxfordshire take no responsibility for the failure to do so.
- Groups and guests are responsible for their own property whilst on the premises.
- The hirer undertakes to indemnify Girlguiding for any infringement of copyright during the period of hire.
- Smoking is not permitted in any building on site.
- Alcohol can only be consumed by over 18 year olds.
- If alcohol is to be sold, the organiser of the function must obtain a licence and provide proof to the booking secretary. If not the hire will be cancelled.
- Discos and live music must stop no later than 23:00
- Noise must be at an acceptable level so as not to disturb local residents.
- Parties are to be finished and cleared away by 23:30 unless previously arranged with the Booking Secretary.
- The hirer is responsible for appointing a fire marshall for the period of hire and must be familiar and comply with emergency and evacuation procedures displayed in the building. If there is a fire, no one must attempt to fight the fire using the fire fighting equipment unless they are trained to do so.
- Any portable electrical appliances brought into the building must have a current safety inspection certificate. Proof may be required by the booking administrator.
- The hirer must appoint a basic first aider for the period of hire. A basic first aid box can be found in the cupboard as you enter the kitchen. A defibrillator is also located on the outside wall at the back of the house.

County President:  
County Commissioner: Angela Peel

Girlguiding Oxfordshire County is the operating name of The Guide Association Oxfordshire County Registered Charity No. 269199



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USE OF THE HIRED ROOMS / BUILDING CONTINUED:

- Any injury must be recorded using the Accident book located in the kitchen cupboard as you enter. A copy should be posted to the booking secretary.
- If the smoke or intruder alarms are activated when there is not an emergency, the hirer will reimburse Girlguiding if appropriate, for all expenses incurred in order to restore the systems.
- Persons using the car park do so at their own risk.
- Jubilee House do not have a TV licence therefore watching live TV through a laptop or other device is not permitted.
- Films shown must be covered by a licence.
- Any queries relating to the building must be sent to the booking secretary.

USE OF CAMPSITE, AMENITY BLOCK AND CAMPSTORE:

- The site, including the campstore and toilets must be left in a clean and tidy condition, and all rubbish taken away.
- All equipment used is to be returned to its correct storage location.
- Excess ash from the campfire must be cleared away.

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Revised November 2017

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