



Name and address of premises owner: _____

Registered charity number of owner (if registered locally): _____

UNDERTAKING TO INDEMNIFY

In consideration of the owners making the facility noted below available to persons and bodies [who are not members of the Guide Association]* on the terms set out below, the owners require the following undertaking to be completed.

Section A

Name and address of the contact person of the premises:					
From (date):		To (date):		For the hours of (including setting-up and clearing away):	
The hirer will pay to the owners before the commencement of hiring the sum of £ by way of hiring charge.					

Section B

The hirer must protect the owners against all losses while they are in charge of the premises. This includes damage to the premises or to any property belonging to the owners and against all claims made by any person for personal injury or loss of or damage to any other property arising out of the hiring and caused by the negligent act, error or omission of the hirer, or the servants or agents, or members or guests of the hirer.

[The hirer must take out and maintain an insurance policy covering third party liability, including all liabilities referred to above, for a limit of indemnity of not less than **£5,000,000 (five million pounds)** in force for the period of hiring, and **must produce proof of the policy attached to this form** and on request to any authorised officer of Girlguiding].*

Signed:		Address:
Name (in capitals):		
Authorised to sign on behalf of:		
Title of organisation and contact person:		
Date:		

*Delete the wording in square brackets if the hiring is to another unit or area, Trefoil Guild or other body associated with or belonging to Girlguiding.

One copy of this agreement is to be retained by the owner, and one copy to be retained by hirer.

We collect your personal information to manage your hire, provide incident related support, process insurance claims and other legal purposes.

We may share your data with:

- Insurance companies
- Legal representatives
- Girlguiding HQ
- Regional and local Girlguiding organisations
- Other third parties connected to your hire, for example, the Fire Brigade

We process the data you provide under our legitimate interests of managing our property in line with legal requirements.

For further information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, please read our full privacy notice at: [girlguiding.org.uk/privacy-policy/](https://www.girlguiding.org.uk/privacy-policy/)