



**CONDITIONS of HIRE for NON-GUIDING EVENTS at  
\*HOLIDAY HOUSE / PINE LODGE/ SHOWER BLOCK / BARN SHELTERS / FIELD \***

1. Date of Hire ..... Donation .....  
(Plus £250 (refundable) to cover damages or breakages which must be sent at time of booking.)
2. Cancellation - if a booking is cancelled within eight weeks prior to the visit, the full remittance will be retained. Outside this time, 25% will be retained.
3. The entrance gate is to be kept locked during the whole of the period of hire.
4. The maximum number of people in the House must not exceed 80 and no more than 33 are permitted to sleep there overnight. People may only sleep in the house or on designated camp sites.
5. The Hirer is to accept full responsibility for the hire and to be on site at all times during the letting period.
6. **SMOKING IS NOT PERMITTED ANYWHERE WITHIN THE BUILDINGS.**
7. Vehicles are not permitted on the field. Parking is restricted to the designated spaces within the car park. The entrance driveway must be kept clear at all times.
8. Animals (other than Guide dogs) are not permitted at the Willow Tree Centre.
9. The \*buildings / shower block / barn shelters / field\* is to be fully cleaned by the hirer and checked by a 'checker' (name to be advised on arrival) before the Hirer's departure. Hirers will deposit food waste and the contents of sanitary bins in the Hirer's own plastic bags. Bottles, cans and paper goods can be put into supplied recycling bags. All bags must be left in the bins by the main gated entrance.
10. A Girlguiding Association indemnity form is to be completed and returned to the Booking Secretary with the detachable slip below at time of payment.

\* delete as appropriate

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Name ..... Date of Hire .....

I accept full responsibility for the hire of the \*Holiday House / Pine Lodge/ Shower block / Barn Shelters / Field \* at Willow Tree Centre, Harefield and agree to abide by the conditions of hire stated above. I attach a cheque for £ .....

Signed ..... Date .....

**Please return this slip together with your booking form, signed indemnity form, a copy of your insurance policy and cheque (payable to Willow Tree Centre), to the Booking Secretary Christine Mills, 13 Roundways, Ruislip, Middlesex HA4 6EA**