



**CONDITIONS of HIRE for NON-GUIDING EVENTS at
*WILLOW TREE HOUSE / PINE LODGE/ CAMPSITES incl SHELTERS & TOILETS / FIELD ***

1. Date of Hire Cost
(Plus £250 (refundable) to cover damages or breakages, which must be sent with the balance payment 6 weeks before the visit.)
2. Cancellation - if a booking is cancelled within eight weeks prior to the visit, the full cost will be payable. Outside this time the booking deposit 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 100 and no more than 33 are permitted to sleep there overnight. People may only sleep in the house or on designated campsites.
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* are to be fully cleaned by the Hirer and checked by a volunteer (name to be advised in advance) 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 when making the booking.

* delete as appropriate

Name Date of Hire

I accept full responsibility for the hire of *Willow Tree House / Pine Lodge/ Campsite / 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 / have made a bank payment to Willow Tree Centre, 20-73-53, 30698660 for £

Signed Date

Please return this form together with your booking form, signed indemnity form, a copy of your insurance policy and cheque (payable to Willow Tree Centre) if applicable, to the Booking Secretary Janet Davis, 168 College Hill Road, Harrow Weald, HA3 7BY