

Bluewoods Adventure Lodge and Campsite Hire Agreement

This agreement is made between the **Trustees of Girlguiding Crawley** and the **Hirer** (who shall not be less than 18 years of age and **must** be in attendance at all times).

Organisation			
Name			
Address			
Post Code			
Contact Phone Number			
Email Address			
Purpose of Hiring			
Area of Hiring	Lodge and Campsite / Campsite and Toilets Only		
Date(s) of Hire			
Start Time		End Time	
Note - Actual start and end time to include time for you to set up and clear up			

Hire Fee

The rates of hire can be found on our website and will be confirmed by the bookings secretary at the point of enquiry. Payment should be made via BACS as outlined on your invoice.

The keys should be obtained from the Booking Secretary by prior arrangement. The keys will only be released when we are in receipt of payments as requested and this signed agreement..

Security Deposit

At present we do not require a damages deposit for hiring of Bluewoods. As outlined in our terms and conditions document; any cost arising from damages, key loss or uncleanliness will be payable by the Hirer.

Conditions of Hire

By signing this, the Hirer agrees with the full contents of the 'Terms and Conditions' document and will follow these. This includes the maximum people capacities and action of leaving the building:

- Suitably clean in all used areas and all rubbish removed from site (including toilet bins)
- All radiators must be turned down to 10 degree
- All lights/electrics switched off and taps not running

All hirers (excluding Girlguiding members) must also provide proof of valid Public Liability Insurance for their organisation.



Bluewoods Adventure Lodge and Campsite Hire Agreement

Violation of the terms and conditions may result in cancellation of bookings without refund or additional charges made payable by the hirer; starting from £65 for the building not left as outlined above, rising to the price of any damage incurred (as assessed by an independent contractor). By signing this you accept liability for additional charges resulting from damages/uncleanliness.

Keys should be obtained from the Booking Secretary by prior arrangement. They will only be released when we are in receipt of payments as requested, this signed agreement and proof of Public Liability Insurance.

Signed by the Hirer Date

Where hire occurs on a regular basis, this document may be signed once and will be valid for ongoing bookings. Irregular bookings by non-Crawley Girlguiding units will need to sign a new form each time.

GDPR – information collected on this form will only be used for the management and administration of the hiring of Bluewoods. It will be retained for our records only.
