

## ON THE DAY:

Keys are picked up on the day from the Skylark Cafe, next-door to NatureScope. Due to earlier closing hours during autumn and winter an arrangement may be made that you deliver the keys back to the café or tennis centre the following day. You will be offered Waste Disposal Bags that you can dispose of in the Skylark bins. Red bags for general and food waste are £1.80 and Green bags for recyclable waste are £1.50. **If you choose not to take this option, all rubbish must be removed from site. No rubbish should be disposed of in local bins on the common or the Skylark Café, unless in green and red bags. All rubbish should be taken away by the hirer and appropriately disposed of. If additional cleaning or waste disposal is required to return the centre to an acceptable condition then a cleaning charge may be made or be taken from the deposit.**

There is no long-term parking within the common, if you need to drop equipment & food off there is a key to access the gate on Dorlcote Road. When you drive onto the common you need to put on your hazard lights and drive slowly, there is short-term parking by the Sky Lark Café. Long term parking on Dorlcote Road is free.

NatureScope has 6 height adjustable tables, 12 adult and 27 children's chairs which you are welcome to use. You are also welcome to use the front garden (the back garden is an educational space and is not available to use). The front garden has a gate to secure the area. We wouldn't recommend children are left unattended in the front garden or any part of the Centre.

The Hirer is responsible for leaving the Centre clean and tidy. All equipment (e.g. tables, chairs & kitchen equipment) should be returned to the storage location. Please respect the equipment and supplies stored by other centre users and do not use unless prior permission has been given. Please take necessary precautions to avoid injury when moving furniture. Cleaning equipment is provided for you to use under the sink and a mop, brush and Hoover are stored in the gents loo. For your safety please clear up spillages immediately.

## STANDARD CONDITIONS OF HIRE:

1. THE HIRER is asked to pay a £75 deposit at the time of the booking or for the booking fee to be paid in full if booking is less than 4 weeks from booking date. Such deposit shall be refundable to the Hirer in the event of NatureScope cancelling the booking. NatureScope reserves the right to cancel the booking if exceptional unforeseen circumstances arise. If the booking is cancelled by the Hirer prior to two weeks (14 days) before the period of hire, NatureScope will refund all costs paid to date. If the cancellation is made less than two weeks before the period of hire, 50% of the hire costs or the full deposit will be retained. For cancellations made less than 7 days before the hire, no refund will be made. All cancellations or amendments to bookings must be received and confirmed by NatureScope in writing.

2. THE HIRER shall pay the balance of fees due 4 weeks before the booking, If

The Hirer later wishes to cancel the booking and NatureScope is unable to arrange a replacement booking, NatureScope may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of NatureScope cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.

3. The deposit on completion of satisfactory hire will be refunded in full. The deposit is taken to cover NatureScope against accidental damage, additional cleaning charges and loss of keys or damage to the property or garden area.

4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises. Smoking is not allowed on the premises. The use of barbeques is prohibited in line with the byelaws applicable to Wandsworth Common. Children are not to be left unattended in the front garden or any part of the Centre.

**5. No long-term parking is available, drop off and pick up of equipment only is permitted.** During weekends a key will be required to open the gate on Dorlcote Road leading to the NatureScope Centre. When entering the common hazard lights flashing must be on, vehicles must give way to pedestrians and the speed restriction is 12 mph.

6. The Hirer is responsible to clear up and leaving the Centre as they found it. All equipment (e.g. tables, chairs & kitchen equipment) should be returned to the storage location. Please take necessary precautions to avoid injury when moving furniture. Cleaning equipment is provided for your use under the sink and a mop, brush and Hoover are stored in the gents loo. For your safety please clear up spillages immediately. You will be offered Waste Disposal Bags that you can dispose of in the Skylark bins. Red bags for general and food waste are £1.90 and Green bags for recyclable waste are £1.50. **If you choose not to take this option, all rubbish must be removed from site. All rubbish should be removed from site. No rubbish should be disposed of in local bins on the common or at the Skylark Café, unless in green and red bags. All rubbish should be taken away by the hirer and appropriately disposed of. If additional cleaning or waste disposal is required to return the Centre to an acceptable condition then a cleaning charge may be made or taken from the deposit.**

7. Arrangement for collection of keys or for premises to be open and closed will be arranged at the time of hiring.

8. The hire of the NatureScope Centre includes the use of the front garden. There is no access or use of the ecology garden (back garden). No indoor equipment is permitted to be used outside or should be removed from the Centre.

9. THE HIRER shall be responsible for obtaining any local authority or other licenses necessary in connection with the booking, other than those (if any) already held by NatureScope.

10. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise during the period of hire.

11. NatureScope accepts no liability for the quality or wholesomeness of any food or drink prepared or served by the hirer or any caterer employed by the hirer on the premises. NatureScope expects all those serving food to comply with the recognized standards of food hygiene.

12. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating there to.

13. THE HIRER shall indemnify NatureScope in respect of the cost of repair of any damage done to any part of the premises or its contents during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.

14. Alcohol is not permitted to be sold or stored on the premises in line with the NatureScope lease.

15. NatureScope is available to hire between 7am – 10pm as per the lease agreement. The Centre needs to be vacated by 10pm.

16. THE HIRER acknowledges that no tenancy is intended to be created between NatureScope and the Hirer and no relationship of landlord and tenant exists between them.

17. INSURANCE: The Centre is covered for Public Liability claims for physical injury or damage to third parties arising from negligence on behalf of Wandsworth Common NatureScope Limited. The Hirer(s) are required to effect equivalent Public Liability insurance to cover any claims which may arise in relation to its own activities within the Centre.

18. DISCLAIMER: Wandsworth Common Naturescope Ltd, its agents and servants shall not be liable to the Hirer or to any person using or entering the Centre for personal injury or for damage to, loss or theft of any property brought into the Centre, however it may be caused, unless caused by negligence on the part of Wandsworth Common Naturescope Ltd. The user shall indemnify NatureScope, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.