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| **Goblin Combe Lodge Hire**Private Hire |



The following terms and conditions apply to all bookings of Goblin Combe lodge site, and are provided both on our website ([www.goblincombe.org.uk](http://www.goblincombe.org.uk)) and our booking forms. Please ensure you read these before making your booking and again before your visit. Any queries, please contact goblin.combe@groundwork.org.uk.

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| **Terms & Conditions** |
| Please take the time to read the terms and conditions below: * Dates are held in our bookings calendar for a period of two weeks once the booking form has been sent to a potential hirer. If the form is not returned to goblin.combe@groundwork.org.uk within two weeks, the date will be released to other hirers.
* Hire of Goblin Combe Lodge includes the Lodge, the Cottage, the Yurt, the Outdoor Classroom, the field and perimeter woodland. The spaces are hired on an exclusive use basis, and there will not be multiple hiring groups / parties on site at any time.
* Check-in is from 4pm & check-out by 11am.
* The booking deposit is non-refundable and represents 20% of the total booking cost based on numbers booked. On receipt of the completed booking form a deposit invoice will be issued and payment is then due within 30 days. If the booking deposit is not received within this time, we will release the dates in the availability calendar.
* A final balance invoice will be issued 6 weeks before the booking commences. Payment to be made in full no less than 2 weeks prior to start of visit, together with a separate damages charge of £250, which will be refunded in full assuming there are no breakages/damages or excessive cleaning costs after your hire.
* Cancellation fees apply for bookings not taken up. As a self-funding charity Groundwork South needs to cover administration costs and lost revenue for bookings that do not go ahead:
	+ The booking deposit is non-refundable; if cancelled within 1 week of start of visit – 0% of balance invoice is refundable; if cancelled 1-3 weeks before your visit – 50% of balance invoice is refundable or the option of rearranging hire dates; if cancelled 3+ weeks before your visit – 100% of balance invoice is refundable.
* Hirers are responsible for collecting and returning the keys at the start and end of the period of hire from the key box on site (the code will be provided before your stay). There will be no Groundwork South staff on site; if staff need to be present a call out charge and travel expenses will be incurred.
* Access to the site is through Stoneswood Farm (separately owned) which requires visitors to open two consecutive gates – the first of which is just off Cleeve Hill Road. All visitors are advised to pull into the layby opposite the entrance; care must be taken when crossing the road to open the gate given potential fast-moving traffic. Only one gate should be open at any time, and both gates must be closed when not in use. Care must also be taken when leaving the site.
* The cottage and lodge site must be cleaned on departure. Please sweep and mop floors where required, clean the kitchen and place all rubbish in the correct recycling and general bins provided, or preferably remove it from site with you when you leave. This helps greatly in keeping hire costs reasonable.
* Pillowcases and top sheets must be used, even when using your own sleeping bags, as this prolongs the life of mattresses, mattress protectors and pillows. At the end of your stay, the top sheets and pillowcases should be removed from the beds and left in the laundry bags provided. Mattress protectors should be left on the beds unless soiled.
* You are responsible for the operation of the site and for all health and safety arrangements during your period of hire. Please ensure you have up to date risk assessments according to the activities you will be carrying out, and provide us with a copy of these. However, if anything is not working as it should be during your stay, please let us know using the contact details provided in your welcome pack.
* You are responsible for the fire safety of the site during your stay and must designate a ‘Responsible Person’ for the duration of your hire. Unless otherwise indicated, this will be assumed to be the ‘lead person staying onsite’ as stated above. It is the responsibility of this person to read and understand the information provided to them by Groundwork South and displayed on site regarding fire safety, fire pit usage and evacuation procedures.
* The Responsible Person is responsible for ensuring the safety of their group and adequate supervision of the event and subsequent clear up.
* Fires are only allowed in the two designated fire pit areas. Lighting of other fires or use of naked flames is not permitted. The Lodge site is adjacent to a designated Site of Special Scientific Interest and wood for burning must not be taken from there or anywhere else on the site. Fires are not permitted in the wider woodland.
* Barbeques are permitted at the lodge site only (not the perimeter or wider woodland) and must be raised off the ground to prevent damage to the grass. The Lodge site is a rare example of unimproved upland limestone grassland.
* Fireworks including Chinese lanterns are prohibited from the site.
* No dogs or other pets permitted on site except for assistance dogs.
* Any loss or damage must be reported to Groundwork South as soon as possible. Any damages will need to be paid for and will be taken from the £250 damage deposit, or invoiced separately for immediate payment for larger amounts.
* Public address systems may only be used by prior agreement with Groundwork South management. Music outside the buildings must be turned off promptly by 23:00hrs.
* All the land surrounding the Lodge site is in private ownership. Please use public rights of way only to access surrounding countryside. Please respect rights of other landowners and follow the countryside code at all times.
* You are welcome to enter Goblin Combe woodland directly from the Lodge site. Please keep to marked footpaths at all times. Groups access the Combe at their own liability and are asked to exercise due care in this area where there are several areas of steep ground. The area has natural high cliffs and crags, and there are serious risks including falling from height, slips and trips. No climbing is permitted. The site is a natural woodland and there are therefore risks associated with falling trees. Please also note that ticks are present in the area.
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