Girlguiding
Ripon division
Hazel House

Booking Policy, General hire conditions and information.

1. Booking of Hazel House is secured by a non returnable deposit and completion of booking form appropriate to your stay or visit.
2. The balance is due 2 weeks before your stay or visit commences.
3. Hazel House will be available for your stay or visit from the time stated on your booking form.
4. Cancellations must be received in writing 6 weeks before stay or visit otherwise the full balance will be charged. The Hazel House committee may over ride this decision depending on circumstances.
5. The appropriate permission must be obtained for your stay or visit. This includes Residential Event Notification, Information and consent forms, Health information forms, Home contact etc. Please pass on Caroline Bentham's details if out of NYW county for your commissioner to send the REN to.
6. All paperwork of your stay or visit will be destroyed 6 weeks after your stay, provided there has been no issue that would require the paperwork etc. to be kept for longer.
7. Hazel House has mobile phone reception and Wi-Fi. The password will be given to you for your stay or visit. PLEASE NOTE we do not have a TV licence therefore you cannot watch, stream or record any live TV or anything else that would require a TV licence.
8. You are required to read the risk assessment and fire risk assessment sent to you on booking.
9. There is one parking spot available on site; other vehicles can be parked if there is room. They are parked at owners' risk. The car park can be busy please drive carefully
10. Please respect the neighbours in terms of noise and activities.
11. You are responsible for the cleaning of the house prior to your leaving and a check sheet will be given to you to help you with this on your arrival. (overnight stays only for check sheet) Failure to do so will result in further charges being incurred.
12. The cost of repair or replacement arising from unusual damage caused during your stay or visit will be charged to the group.
13. The house has a small shop stocked with pocket money toys, it is an honesty system, please leave money in the locked cupboard that is the shop.
14. The house is chewing gum free zone
15. No dogs allowed, except assistance dogs
16. Fire pits are available but you must clean and tidy them after use and put them away. A supply of pans and utensils are available to use, do not use general kitchen equipment on the fires
17. NOTHING to be stuck on the walls or on any painted area, only use blue tack on the doors and windows and pins on the notice boards.
18. Please stack chairs no more than 4 high under the notice boards and 6 high under the clock
19. Hazel House has a fully equipped kitchen including cookers, fridges, freezer, toasters, hot cupboard, water boiler, kettles and all the pots, pans, crockery, cutlery, knives etc that you would need**. You need to provide your own tea towels, oven gloves, bin bags and cleaning products**.
20. There are 6 pull out single sofa beds in the small room for adults**,** and 24 sleep mats for the young people. **You need to provide your own sleeping bags, pillows, towels**
21. There is a projector available for hire at £10, please request on booking.
22. Hazel House committee do not accept responsibility for loss or damage to your groups personal belongings. Lost property will be kept for 6 weeks before being disposed of.
23. Toilet rolls, hand paper towels and hand wash soap are provided