

DRAFT

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Mr

Friends of Selsdon Wood

Please ask for/reply to: Mary Ann Winterman

Your Ref:

Our Ref: TM/I Westow maintenance

Date: 2011

Dear

Selsdon Wood

I am pleased to advise that following discussions you have had with Greenspace Officers it has been agreed to grant a license to the Friends of Selsdon Wood for the use of one room within the Selsdon Wood Toilet/Service building complex as a tool store to support their work within the woodlands.

I propose to let this matter rest on exchange of correspondence and I would be grateful if you could sign and return to me the attached copy of this letter to signify your agreement to the terms of the license below:-

By signing this agreement the Friends of Selsdon Wood will agree to the terms and conditions set out below:

1. The license to be for a term of 1 year from 1st April 2011 - 31st March 2012
2. The back store room to be used as a tool store by the Friends undertaking work within Selsdon Wood.
3. The licensee to take up public liability insurance in the sum of £5 million
4. The licensee to insure all contents of the room
5. No alterations or additions to the room will be permitted without prior written consent of the licensor.
6. The licensee shall keep the room in good decorative order at his own expense. In the event that the licensee's damage the property the licence may be determined on 1 weeks notice.
7. On expiry or termination of the licence the licensee shall vacate the property and remove all tools or other possessions of the licensee and pass over all keys of the property to the Council.
8. The license is personal to the licensee and cannot be assigned or transferred
9. The licensee will be responsible for securing the room with their own padlocks and keys. The council will not hold keys to those padlocks
- 10 The licensee acknowledges that this agreement is a licence and that no Landlord and Tenant relationship is hereby created. The Council will have a

right of access to the room at all times although it will Endeavour to give the licencees 24 hours notice.

- 11 The Friends will nominate 2 key holders and provide contact information for those key holders to the council.
- 12 Each party to bear their own costs

Yours sincerely

Croydon Council

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IChair, Friends of Selsdon Wood, Address, hereby agree to the above terms and conditions for the grant of a license over Council owned room at Selsdon Wood, Old Farleigh Road, from 1st April 2011.

Signed.....

I, the undersigned acknowledge the above agreement and terms and conditions as set out.

Signed.....

Name
Position

For and behalf of the London Borough of Croydon