

Licence Agreement
Between
London Borough of Croydon
Bernard Weatherill House, Mint Walk, Croydon

And
The Friends of Selsdon Wood

Address: Parks building adjacent to Selsdon Wood Nature Reserve car park,
off Old Farleigh Road

Licensee – The Friends of Selsdon Wood

- **Term**
 - The term is to be a period of twelve months from 1 November 2015 and thereafter is to continue subject to one month's written notice by either party.
 - 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 **Council padlocks and keys** of the property to the Council.
- **Property and use –see attached diagram**
 - This licence permits the licensee to use the back store room as a tool store, and to use the mess room as a community information room.
 - The licensee is responsible **for securing the store room and mess room with their own padlock and keys. The Council will not hold keys for those padlocks. The toilets will be on standard parks padlocks.** The licensee will nominate 2 designated key holders and provide contact details for those key holders to the Council.
 - The Council will have a right of access to the building at all times although it will endeavour to give the licensee 24 hours notice.
 - The licensee acknowledges that this agreement is a licence and that no landlord/tenant relationship is hereby created.
 - This licence permits the licensee to use the toilets to facilitate woodland volunteer workdays and group events, they are not be used for storage.
 - The licensee is responsible for keeping the toilets clean and stocked with supplies **for FSW woodland volunteer workdays and group events and on a voluntary basis for other users.** The toilets need to be made available for public and Council led community events or training events.
 - The licensee is not permitted to sell any food, drink or goods from the premises.
- **Maintenance**
 - The licensee shall keep the rooms clean and in good decorative order **by repairing any damage caused by the licensee.** In the event the licensee damages the property the licence may be terminated on 1 weeks' notice.
- **Insurance**
 - The licensee must ensure that Public Liability Insurance is in place up to the sum of £5 million, together with appropriate contents insurance.

- **Assignment**
 - The benefit of this licence is personal to the licensee who may not assign, sublet or part with possession of the whole.

Rules and Regulations

- No alterations or additions to the mess room and store are permitted without prior written consent of the licensor.
- A 1m clearance to the electrical switch must be adhered to.
- The licensee shall not store or bring into the building at Selsdon Wood any dangerous noxious or flammable or explosive materials.
- The licensee may only bring vehicles into the designated car park area. If access is required to the fields or woodland for conservation projects, prior permission must be sought from Croydon Council.
- Portable electrical appliances must be safe for use, and regularly inspected for safety and mechanical integrity.
- No electrical appliances to be left unattended when building unoccupied, i.e. chargers, fridge, heating

We, the Friends of Selsdon Wood, hereby agree and accept the above terms and conditions of the use of the Parks building adjacent to Selsdon Wood Nature Reserve car park, off Old Farleigh Road

Signed by the group chair
Print name - Heather Govier
Date 30/11/15

Signed by Witness
Print witness name - Linda Morris
Date