

## Hire Agreement

Thank you for hiring Leng House Hostel we hope that you enjoy your stay but we do ask that you read, sign and ensure the following T&C are followed by all members of your group. This is to ensure that the Hostel is left in a clean, safe and appropriate condition for all users.

**On arrival:** the key to the building is in a key box at the far side of the coal bunker. The code number to open the box is \*\*\*\* . Please do not alter the re-set button inside the box when returning the key. Just place keys inside – shut the door – then turn the numbers on the outside.

On the key bunch you have keys to the hostel, cleaning cupboard (located within the toilet) and the chapel (located just down the lane. You are most welcome to look in and use the chapel whilst you are there.

**Parking:** Please ensure that all cars and mini buses are parked on our car park at the side of the hostel **and never on the lane**. With a bit of careful parking cars can be double parked at the bottom of the car park but also feel free to pull cars around and park on the back garden if parking is an issue.

### The Building:

Please be aware that Leng House Hostel is a no smoking building

If you wish to put the tables/benches into a format that suits your numbers please lift the tables do not drag them on the floor.

Please inform us as soon as possible of any damages or breakages to the Hostel or its contents.

Please place ashes from the fire in the metal bucket provided before carrying them outside. An ash bin is provided at the bottom of the car park for all fire waste.

If you use the telephone please leave a contribution.

If you use candles in either the hostel or the chapel please make sure they are placed on a heat resistant surface when lit and make sure they are properly extinguished when you have finished with them.

We would like to encourage all people using the hostel to recycle where possible. There is a bottle and paper bank in the car park at Pateley Bridge.

**We ask all users to be respectful of the buildings, its contents and the local community at all times.**

**Departure:** On the day of departure please check and ensure that all areas of the hostel are left clean and tidy and the following has been done:

- Hoover upstairs and down
- Clean toilets and wash basins (please use blue mop buckets for kitchen / dining area & grey for toilets/bathroom)
- Sweep dining area using the swiffer provided. Please clean any spillages with a damp cloth/mop.
- Ensure that all the lights and heating are switched **off**
- Ensure that the cooker, kettles, microwave, toaster are also off. Please leave the cooker isolator switch in the **on** position.
- Wipe out the fridge and leave the fridge switched **on**
- Please empty all bins, place black bags inside the wheelie bin and put the bin at the front of the hostel
- The building is locked up and keys are returned to the key safe.

Please note: if you have any problems during your stay would you please ring the following mobile no **07486428845**.

If you have any comments about the hostel positive or otherwise, we are always pleased to hear them.

Thank you and we hope you enjoy your stay

**Roy Sheard (Warden) and Carol Normanton (Secretary)**

**Leng House Hostel**  
The Boys' Brigade, Leeds Battalion  
Heathfield, Pateley Bridge, North Yorkshire, HG3 5PU

**Hire Agreement**

To be completed by the lead member of the group attending the visit to Leng House Hostel.  
Please ensure a signed copy is returned to Carol Normanton prior to your visit.

**Lead Contact Name:**

**Lead Contact Phone Number:**

**Lead Contact Address:**

**Organisation:**

**Leng House Hire dates:**

*I have read and understood to the Hire Agreement for Leng House Hostel.*

*I take full responsibility to ensure that the policy is adhered to by all members of the group attending.*

*I will ensure that all damages, breakages and problems are reported.*

*I am aware that I may lose my returnable bond if any extra cleaning is required or malicious damage is identified after our visit.*

**Signed:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_