May 2019 SUBJECT TO CONTRACT

**CLOCK TOWER LODGE (2 Bed Refurbished Lodge), Bisley Camp, Brookwood, Surrey**

Thank you for expressing an interest in leasing Clock Tower Lodge. I have set out below the information about the property and look forward to hearing from you should you wish to take your enquiries further.

1. **Background**

Clock Tower Lodge is available to let from 1st July 2019 (or earlier by agreement) to individual member(s), or affiliated organisation, for use in conjunction with shooting activities at Bisley Camp; and shall not be used continuously or as a permanent residence.

1. **Description**

The Lodge is located alongside Stickledown range and privately sited in one of the most attractive gardens on Bisley Camp. Accommodation is laid out on the ground floor and consists of a lounge, modern kitchen, two bedrooms, shower / toilet, and extensive veranda. The Lodge benefits from new radiator central heating and hot water by gas boiler; double glazing throughout; new extensive insulation and cladding to the exterior.

The property is currently undergoing extensive refurbishment to include:-

* New wall and ceiling insulation
* New exterior cladding
* New central heating
* Fully re-wired
* Improved and re-designed kitchen with new gas hob, electric oven and fridge
* Redecorated internally and externally.

A floor plan and plan of the camp showing the location of the Lodge are attached.

1. **Viewing**

The lodge is now available for viewing; to arrange an appointment please contact Andrew Mercer at the NRA, on 01483 797777 Ext 133. Email andrew.mercer@nra.org.uk.

1. **Lease**

The form of lease for letting the building will be the NRA’s standard form of lease.

The lease will be on a full repairing and insuring basis for a term of either (a) 7 years less one day; or (b) 21 years less one day with break clauses at the seventh and fourteenth anniversaries. Rent will be reviewed every third anniversary of the commencement date with increases linked to RPI. A draft of the lease is enclosed with this letter.

No significant variations to the form of the lease will be considered and the successful tenderer is expected to conclude the signing of the lease within 4 weeks of being notified of the acceptance of their bid. Please note that you will be responsible for the NRA’s legal costs in drawing up and completing the lease, which are anticipated as being in the region of £1,000 (exc. VAT).

1. **Service Charge & Insurance Premium**

In addition to the rent, the tenant will be responsible for paying a service charge towards items such as water, drainage, roads and refuse and also maintenance of the camp systems for distribution of electricity, water, drainage etc. The charge for these services for 2019 is estimated as £250.00.

1. **Services and Outgoings**

The successful tenant will be responsible for the cost of all services consumed. The property has mains electricity, gas, drainage and water. Broadband services are available on site but not connected. With the exception of gas and broadband these are supplied through systems maintained by the NRA and the successful tenant will be responsible for reimbursing the NRA for the costs of these services in addition to the service charge referred to above. If you have any queries concerning the likely level of these costs, please do not hesitate to contact Andrew Mercer.

The successful tenant will also be responsible for the any Council Tax / Business Rates payable.

1. **Informal Tender Terms**

The Lodge is offered for let by informal tender and unconditional rental offers are sought for the initial rent payable (with a guide for the rent being £5,500 per annum).

Prospective tenants are invited to submit best and final rental offers on the basis of the following Tender Terms:-

1. Offers should be subject to contract.
2. Offers should be addressed to Andrew Mercer and are to be submitted in writing by 12 noon Friday 14th June 2019.
3. Envelopes containing offers should be clearly marked “Lodge Tender” and marked for the attention of Andrew Mercer at the address below.
4. Envelopes should not be marked with any identification of the person making the offer. Offers will not be accepted in any other form than in writing.
5. Offers to be on a final offer basis.
6. The successful bidder will be informed no later than 12 noon Friday 21st June 2019.
7. The successful bidder will be expected to sign the lease no later than Friday 19th July 2019.
8. Offers must be for a fixed figure; it is advisable to make the offer for an odd amount in order to avoid matching offers.
9. Offers should state whether the bid is for a 7 year or 21 year lease term.
10. Your offer should include the name and address of your solicitor.
11. The NRA is not obliged to accept any offer from this Tender and reserves the right to withdraw or re-advertise the lease for Clock Tower Lodge.
12. **Connected Persons**

Due to the NRA’s charitable status, in certain circumstances it is necessary to seek the Charity Commissioner’s approval before a lease is entered into. One such circumstance is the letting of a property to a “connected person”. A connected person is one of the following:

1. A charity trustee or a trustee for a charity;
2. A person who is the donor of any land to the charity (whether the gift was made on or after the establishment of the charity);
3. A child (including stepchild and an illegitimate child), parent, grandchild, grandparent, brother or sister of any such trustee or donor;
4. An officer, agent or employee of the charity;
5. The spouse (which includes a person or partner living with another) or civil partner of any of person falling within any of the points a)-d) above;
6. A person carrying on business in partnership with any person falling within any of the points a)-e) above;
7. An institution which is controlled (meaning that the affairs of the institution can be conducted in accordance with his or her wishes) by any person falling within any of the points a)-f) above or by two or more such persons taken together;
8. A body corporate in which any connected person falling within any of the points a)-g) above has a substantial interest (meaning they hold more than 1/5 of the share of capital or control the exercise of more than 1/5 of the voting power at any general meeting) or where two or more such persons, taken together, have a substantial interest.
9. **Important Notes**

Please note the following:

1. The information above is prepared in good faith to give a fair and substantial correct overall description of the guidance for intending lessees and does not constitute part of an offer or contract.
2. All descriptions, dimensions, areas, reference to condition and necessary permissions for use and occupation and other details are given in good faith, and are believed to be correct, but any intending purchasers should not rely on them as statements or representations of fact, but must satisfy themselves by inspection of otherwise as to the correctness of each of them.
3. No person in the employment of the National Rifle Association or National Shooting Centre has any authority to make or give any representations or warranty whatsoever in relation to this property on behalf of the National Rifle Association, nor enter into any contract on the National Rifle Association’s behalf.
4. No responsibility can be accepted for any expenses incurred by intending lessees inspecting the property if it is let or withdrawn.
5. All measurements are approximate.
6. An up to date Energy Performance Certificate for the Lodge will be available prior to the tender deadline.
7. Whilst we have endeavoured to ensure the information above is accurate and reliable, if there is any point, which is of particular importance to you, please contact Andrew Mercer and we will be pleased to check the information for you, particularly if contemplating travelling some distance to view the property.
8. Prospective tenants are recommended to seek their own professional and legal advice.

If you have any queries in respect of the above or enclosed, please do not hesitate to contact me.

Yours sincerely

**Andrew Mercer**

**Chief Executive**