



## Terms & Conditions and Site Rules. February 2024

### Part 1 – Terms and Conditions

*Includes: Who can book, booking process, payment, cancellation, liability, responsibilities.*

- Please note we can only accept bookings from registered youth groups/organisations, schools or similar, who hold public liability insurance. We cannot accept any bookings from members of the general public
- Submitting a booking is deemed to be acceptance of our Terms, Conditions, Rules and Policies and those of the Scout Association.
- Bookings must be made online through OSM and will only be confirmed once requisite details and a deposit of 20%, have been received. In the event of cancellation, deposits are non-refundable, however in extenuating circumstances, and entirely at our discretion, it may be possible to transfer your booking to a new date.
- If, for any unforeseen circumstances, Ullesthorpe Scout Campsite has to cancel a booking, a full refund, including deposit, will be given. The campsite does not accept liability for any losses incurred as a result of bookings cancelled due to circumstances outside its control.
- The Booking Secretary must be contacted at least one week before arrival to confirm arrival departure and access arrangements including contact details for the Duty Warden
- The balance must be paid in full within 7 days after the event. Failure to pay on time will jeopardise any future bookings. Payments are to be by bank transfer (Lloyds – Ullesthorpe Scout Campsite, 30-96-26, 23845160), or cheque payable to 'Ullesthorpe Scout Campsite'.
- Every user of the Campsite is responsible for their own Health and Safety and for the Health & Safety of those for whom they are responsible.
- All groups are responsible for complying with their own organisation's requirements for risk management and appropriate supervision of all activities on site at all times, including play and free time.
- As Ullesthorpe is a Scout Campsite, all users, including non-Scouting organisations, must agree to abide by the Scout Association's child protection code of practice and confirm that all adults in the party have been deemed as suitable to work with children and young people by their own organisation.



# Ullesthorpe Scout Campsite



- If requested, the expected number of visitors and vehicles should be given to the Duty Warden on arrival. Actual numbers of visitors must be reported to the Duty Warden before leaving the site. The person in charge of each group should know, at all times, the names and numbers of the people they are responsible for.
- All user groups are responsible for complying with their own organisation's requirements regarding authority, responsibility, safety, risk management etc. For Scouting groups, this will include having a valid Nights Away permit holder present overnight or in the case of Nights Away Passport holders, that the permit holder is kept informed.
- Ullesthorpe Scout Campsite accepts no liability for any damage or loss to any equipment, possessions, vehicles or contents that are brought onto the campsite. Property is brought onto the campsite at owner's risk. It is suggested that in addition to normal precautions, a check is made that all such items are adequately covered by insurance
- The campsite cannot be held responsible for accidents or injuries incurred on the site.
- Any breakages/damage to the site or equipment, including discharge of fire extinguishers etc., must be reported to the warden as soon as possible and will be charged for at the total cost of professional repair or replacement. Any loss/damage discovered on your arrival must be reported to the warden immediately to avoid charges.

## **Our Responsibilities**

- Ullesthorpe Scout Campsite's volunteers will use our best endeavours to support your stay. This includes supply of electricity, gas, water (including hot water to buildings and outside sinks), cooking & eating equipment, cleaning supplies & equipment. We provide a moderate amount of rubbish disposal, but ask you to take recycling away. We undertake periodic mowing, building cleaning; testing of gas and electrical installations and appliances; testing and replacement of fire equipment. We can often provide or loan items that users have forgotten, broken or lost such as matches and mallets. We will endeavour to replace or repair anything faulty. We will even occasionally unblock the drains with a smile on our faces. Please tell us if anything is not right – we can't fix it unless we know.



## Part 2 – Processes

*Includes – Arrivals, Parking, Departures, Accidents Emergencies & Injuries*

### Arrivals

- A Duty Warden is generally on site from approx. 6pm on Friday evenings. If you require earlier access to the site, please make prior arrangements with the Booking Secretary as soon as possible.
- Tents must not be pitched on any sites until you have checked in with the Duty Warden unless you have made prior arrangements with the Booking Secretary. If you pitch on someone else's site, you WILL be asked to move.
- All users of the site must report to the Duty Warden when arriving on site.
- When arriving or departing the site, please ensure that parents have been told to park in the car park where they will be met by someone from your group. They will only be allowed to walk to your site/building when escorted by a member of your group. This is to comply with safeguarding requirements.

### Parking

- The car park can accommodate cars, minibuses, trailers and coaches (please provide advance notice if arriving by coach). No vehicle access is permitted past the car park so as to maintain a safe environment for campers and to protect the campsite. By prior arrangement, the Duty Warden or other campsite volunteers may be able to assist in transporting activity equipment etc.
- For large events, parking may take place on the grass verge opposite the campsite, providing surface conditions allow. If this facility is used, at least 2 people should be deployed to supervise parking, road crossing and entering/leaving the site. The campsite can provide signs, high visibility clothing and, given sufficient notice, volunteers to assist. Vehicles must be parked without obstructing visibility for traffic on Frolesworth Road.
- Young people should be kept out of the car park unless accompanied by a responsible adult. This includes loading/unloading of equipment.
- Trolleys are available from the Duty Warden for moving equipment. They must be returned immediately after use. No-one is to ride on a trolley
- Caravans or small motorhomes must only be parked in the car park in a location agreed with the Duty Warden before setting up. There is a supplementary charge for these.



# Ullesthorpe Scout Campsite



## Departures

- When arriving or departing the site, please ensure that parents have been told to park in the car park. Young people must be escorted to the gate by your leaders where they will be met by their parents. Parents will only be allowed to walk to your site/building if escorted by a member of your group. This is to comply with safeguarding requirements.
- Sites and buildings must be inspected by the Duty Warden before departure.
- Actual numbers must be reported to the Duty Warden before leaving the site.
- All users are asked to pick up any rubbish on the site whether or not it is their own. Please take your recycling home. Put other rubbish in the wheelie bin in the car park. Be prepared to take your rubbish home if the bin is full. Materials brought to site for activities, including structures, should be cleared away and taken home at the end of such activities
- Campers are required to notify the Duty Warden 45 minutes before they are ready to leave so the site can be checked.
- Return trolleys, fire grids, bricks etc. to the Duty Warden.
- Report any hazards, damage, incidents or concerns to the Duty Warden
- All buildings need to be emptied, cleaned and ready for inspection 45 minutes before departure unless previously agreed. The Duty Warden will provide cleaning materials which are suitable for our waste disposal system and meet COSHH requirements. Each building has a notice by the main door outlining the requirements before leaving.
- Report any hazards, damage, incidents or concerns to the Duty Warden
- Return keys

## Accidents, Emergencies and Injuries

- All user groups are required to provide their own First Aid facilities and First Aid cover.
- All user groups are responsible for reporting and recording of accidents and injuries in accordance with their own organisation's requirements
- Any injury or damage allegedly caused by or to campsite volunteers, buildings or equipment should be reported to the Duty Warden.
- All buildings are equipped with appropriate smoke/heat alarms, fire extinguishers, fire blankets, emergency lighting, fire doors and evacuation signs.



# Ullesthorpe Scout Campsite



- The Goodacre Centre rear fire exit leads to steps. User groups including people with mobility restrictions must take this into account as part of their risk assessment process
- There are fire bells on the outside of the Goodacre Centre, The Team Hut and in both camping fields.
- There are 4 fire bucket points in each camping field and 2 near the campfire circle. Buckets are filled by Duty Wardens.
- Fire buckets must not be emptied except for their intended purpose
- There is a fire hose reel near the Goodacre Centre
- The fire assembly points are in the camping fields (NOT the car park as that could interfere with the emergency services' response).
- There is a defibrillator outside the Team Hut
- The what3words? Address of the campsite is: encourage;fortress;catapult



## Part 3 – Site Rules

*Includes (in alphabetical order) – alcohol, animals, backwoods cooking, bleach, bouncy castles, bridleway, camp fires, caravans, chapel, cleaning, cycles, dogs, drugs, electrical appliances, fences, fires, fireworks, furniture, generators, keys, noise, out of bounds, pioneering poles, pits, Raven’s nest, recycling, rubbish, sleeping on floors, smoking, tomahawk range, TV licence, washing up, watercourses, water fights, wood.*

These rules are approved by the South Leicestershire District Scout Council. For members of the Scout Association these rules are supplementary to the rules of the Scout Association (Policy, Organisation & Rules (POR) Current Issue), and are in no way meant to over-ride those rules.

- **Alcohol.** All Scout Association Members must comply with the Scout Association Alcohol, Drugs and Smoking Policies including the “Scouting and Alcohol checklist for adults (green card). The site does not have a Premises Licence for the supply, sale or consumption of alcohol. If required, users must obtain their own licence, a copy of which must be provided to the Booking Secretary in advance of the event.
- No **animals** are to be caught/trapped.
- The **backwoods cooking** area can only be used with prior approval through the booking process.
- **Bleach** must NOT be used due to its impact on our reed bed.
- **Bouncy castles**, inflatables and similar are not allowed on site.
- The **bridleway** alongside the site can be accessed from the road or a stile near the Field Kitchen **not** by climbing the fence
- **Camp Fires** are encouraged in the Campfire Circle which should be pre-booked. Please also liaise with other users on site.
- **Caravans or small motorhomes** must be parked in the car park in a location agreed with the Duty Warden before setting up. There is a supplementary charge for these.
- The **Chapel**, St. Peter in the Pines, can only be used with prior approval through the booking process. It is consecrated ground and should only be used for prayer or religious gathering by those of any faith, private meditation or other quiet activities. Altar cloths, bible, cross, candlesticks and other Christian effects are available from the Duty Warden.



# Ullesthorpe Scout Campsite



- **Cleaning** - Users are responsible for leaving all areas clean and tidy. Buildings and equipment must be cleaned before departure. All floors must be swept/hoovered and mopped if appropriate. All kitchen and sanitary ware must be cleaned, and cleanser put down all toilets. New bags must be put in all bins. The Duty Warden will supply cleaning equipment and products. **Bleach** must NOT be used due to its impact on our reed bed. Users' own products should not be left behind
- **Cycles** are not to be ridden on the site except with prior written approval as part of an organised activity.
- **Dogs**, apart from assistance dogs, are only permitted in the car park where they must be kept on a lead. The owner is responsible for cleaning up all droppings immediately.
- **Drugs**. All Scout Association Members must comply with the Scout Association Alcohol, Drugs and Smoking Policies
- **Electrical appliances** are NOT to be taken outside buildings. Users are entirely responsible for the safety & correct use of any appliances that they bring on site & for any damage whatsoever that those appliances may cause.
- **Fences** and water courses should not be interfered with.
- **Fires** - Please do not **burn** glass or any metal in any fire on the site.  
Please note: It is **illegal** to burn any timber containing glue, resin, timber treatments, paint etc. This includes plywood, mdf, chipboard, laminates and all other similar materials. Doing so is a breach of environmental laws and could result in you being prosecuted. We also request that you do not burn pallets on the site.
- Do not light **fires** on the grass. Wood fires are only allowed on altar fires and fire pits and must be extinguished prior to departure. Fire grids and bricks are available from the Duty Warden on request and should be returned as soon as finished with. Do not leave fires burning unattended.
- No **fireworks**, "**Chinese lanterns**" or similar are to be used or brought onto site.
- No **furniture** or equipment should be removed from any building, except for use on the veranda of The Lodge. Tables and benches for outdoor use are available from the Duty Warden on request
- Petrol/Diesel **Generators** are NOT permitted on site; other outdoor electrical equipment is NOT permitted on site without the written consent of the Campsite Committee on each separate occasion and must be designed/operated to cause minimum noise on site.





# Ullesthorpe Scout Campsite



- Please do not take our **keys** off site. If you go off site, please leave the keys with the Duty Warden until you return. If keys are lost off site, you will be charged for replacement locks and keys. Buildings should be locked if left unattended
- No excessive **noise** should be made between 11.00pm and 8.00am
- Fenced & roped-off areas, the reed bed and the tomahawk range are **out of bounds**
- **Pioneering poles** are available from the Duty Warden
- No **pits** or holes of any sort are to be dug on the campsite.
- The **Raven's Nest** – our outdoor classroom/shelter, can only be used with prior approval through the booking process.
- Please take your **recycling** home. Put other **rubbish** in the wheelie bin in the car park. Be prepared (who said that?) to take your rubbish home if the bin is full. Materials brought to site for activities, including structures, should be cleared away and taken home at the end of such activities
- **Sleeping on floors** is permitted in certain areas of The Lodge and the Goodacre Centre but nowhere else. Locations and numbers are based on fire safety requirements. Please see notices in each building for details.
- No **Smoking** is allowed anywhere on the site including e-cigarettes of any type. E-cigarettes are not to be charged in the buildings. All Scout Association Members must comply with Scout Association Alcohol, Drugs & Smoking Policies
- The **tomahawk range** can only be used if booked in advance.
- We do NOT hold a **TV licence**. The showing of DVD's/films is a breach of licensing laws unless users have an MPLC licence. Failure to purchase a licence can render you and the campsite liable to prosecution.
- The **washing up** of cooking and eating utensils is not to take place in the toilet block. Please use the sinks outside the Goodacre Centre and Field Kitchen.
- **Water courses** and fences should not be interfered with.
- **Water fights**, and other water activities using significant amounts of water, can only be held with prior approval through the booking process. There is a supplementary charge for these Users should respect and look after our beautiful & varied **wildlife** including areas of young trees, bluebells etc. keeping to marked paths in such areas.
- **Wood** must be collected from fallen or felled branches around the site or from the wood pile. All excess wood should be returned to the wood pile at the end of your visit. No trees should be felled or cut. No saws, axes or knives may be used on standing timber (trees and bushes etc.).

*Ullesthorpe Scout Campsite Sub-Committee, February 2024*