Earleywood Booking Terms and Conditions

Bookings are only accepted on the basis that you abide by both our terms and conditions of booking and the general site rules. Costs apply to all visitors regardless of age. Once your booking has been confirmed you will be sent confirmation along with your invoice. A deposit will be required within 28 days after the provisional booking is confirmed. If this is not received your booking will be cancelled.

You will receive a welcome email 28 days prior to your booking along with an information guide and details regarding the site.

We will contact you a couple of weeks before your visit to obtain your final numbers and to disseminate final information. Final numbers must be received 7 days in advance of your booking commencing.

We ask you to make payments in line with the following payment details.

Payment required before booking	**Chargeable amount**
Deposit Required 28 days after provisional booking confirmed.	25%
Balance of final payment	No later than 7 days after visit

Cancellation of booking	**Chargeable amount**
More than 28 days prior to booking	Fully-Refundable
28 days – 14 days prior to booking	Deposit non-refundable (25%)
13 days or less before booking	100% of booking non-refundable

Cancellation which is notified less than 13 days prior to visit will incur full charges and payment will be due irrespectively.

Additional Charges

Any additional charges incurred by us may be passed on to you. This includes, but is not limited to, charges associated with collection of unpaid fees or any damages caused to our equipment or facilities, except by fair wear and tear. You will be charged the full replacement or repair cost.
It is expected that all hirers will leave the site clean and tidy. This includes, but is not limited to:

- returning unused wood to the wood pile
- returning any equipment moved to its original place
- leaving the toilet block clean and tidy
- cleaning buildings after use as stated in the Site Rules.

The site will be checked after hirers have left. A charge of £50 will be added to hirers' final invoice if terms and conditions have not been adhered to. Photographic evidence will be provided.
Large groups with excessive waste and recycling may incur an additional fee to cover additional bin emptying charges.

Making payment
Our preferred method of payment is by bank transfer.

Pricing
Prices of all bookable facilities at the campsite are reviewed annually (around October) for the start of the following calendar year. Any bookings made before the review for the upcoming new season will be charged the current season pricing at the time of the booking. All prices can be found on the Earleywood website. We endeavour to keep published prices and other information up to date but reserve the right to alter them at any time. There is a designated capacity for each camping pitch. Groups whose numbers are within the stated pitch capacity but who require additional space may be allocated an extra pitch or area, subject to availability. An additional charge of £100 will apply in these circumstances.

Whole Site Booking
Whole site bookings can be made by contacting the Bookings Manager directly; it is not possible to make a whole site booking via the website. A whole site booking means that no other groups will be able to book to use site at the same time. However, it does not entitle a group to exclusive use of the site. Contractors working on behalf of Earleywood may be on site at the same time. Where this is the case, We will endeavour to let you know in advance.

Activities
Our campsite includes a variety of on-site activities which are bookable. For safety reasons and to follow POR guidelines, some of our activities hold restrictions:

- Each activity can be booked as hourly time slots
- Instructor led activities (Rifle shooting, Archery, Climbing, Abseiling, Crate Stacking and High Ropes) require a volunteer qualified leader to run the activity and are subject to availability
- We can accept qualified leaders from your group with prior notice and upon supplying proof of a valid qualification for verification before the visit. There are specific rules regarding each activity, please see our information guide for more details

All instructor led activities must be booked over 14 days in advance and confirmation will be sent to you upon confirming an instructor for the activity. Please note we may not be able to source an instructor. All other activities can be booked anytime up to and during your visit to the campsite.

Non-Instructor led activities require at least 1 leader from your group to lead the activity. It is expected for you to create your own risk assessments of each non-instructor led activity.

Air Rifle Shooting
The Scout Association requires that written consent is obtained by a Parent/Guardian for all persons under 18 taking part in shooting activities (as defined in scouting POR). Before your session commences, you will be required to show evidence that this has been done and sign the range logbook to confirm that consent has been obtained for all participants. An example permission form is available on our website.

Buildings
We expect all building users to leave buildings in the condition they would expect to find them. Any damage, breakages or additional cleaning costs will be passed on to you the hirer.

Maximum capacity numbers for day use and overnight are set according to the Building Regulations Approved Document B2, 'Fire safety: Buildings other than dwellinghouses'. Please do not exceed our stated numbers.

Cancellation of event
Should Earleywood Campsite need to cancel any booking or part of a booking, we will notify clients as soon as possible. Should an activity or programme be cancelled by Earleywood Campsite, a full refund or a similar activity will be offered on the same or alternative dates.

Conduct
Conduct that is considered to be disruptive, contrary to good order or prejudicial to the interest of safety may result in the removal of individuals or groups from the site. In this instance, we accept no liability and no refund will be offered.

Force Majeure
We are not liable for any delays or cancellations of service caused by circumstances beyond our reasonable control. This includes, but is not limited to, acts of God, political intervention, pandemic, war, act of hostile force, riot, civil disturbance, fire, flood, drought, accumulation of snow or ice or adverse weather conditions, failure of power supply, failure of plant or equipment and presence of hazards due to defective structure. If there is an adverse weather warning in place before or during your visit, it is your responsibility to revisit your risk assessments and adapt your plans accordingly.

Illnesses, Injuries and Accidents
All injuries and illnesses requiring medical assistance beyond your first aid capabilities must be reported to a member of our site team. We hold our own procedures for any emergency vehicles that need to get on site. You must also follow your organisations procedures for reporting of accidents. Any collisions involving vehicles must be reported to a member of our site team.

Obligations of the Customer you agree and accept that you shall:
1. Ensure that all information provided to us is true, complete, accurate and adequate
2. Promptly inform us of any changes to any such information
3. Provide any additional information which we may reasonably require as soon as possible
4. Confirm the accuracy of information held by us promptly following any request Payment Terms. Deposit payments are due within 28 days of making your booking unless an agreement is made with the Bookings team

Supervision of Participants
All members of our Earleywood Team are trained and qualified to the appropriate levels as determined by the UK Scout Association as a minimum. Some of our instructors hold national governing body level qualifications in addition to this. It is however your responsibility to provide suitable and adequate supervision for the young people in your group.

Clear instructions are given by our instructor teams, and in our welcome pack, regarding measures that must be taken in order to minimise any risks as far as possible. These may include, but are not restricted to, removing jewellery, rings, chains, earrings etc and tying long hair back.

It is your responsibility to provide adequate and suitable supervision for the participants in your group during your stay. We accept no responsibility for the general supervision of your group while on site. During instructor led activity sessions, the instructor in charge of the session is responsible for

ensuring the safety of the participants undertaking the activity, but it is still your responsibility to provide general supervision for the group (e.g. for the members of the group waiting for their turn).

Safeguarding
As we are a Scout campsite, our primary concern is for the safety and security of the young people on site. All adult leaders staying on site overnight must hold a current DBS (Disclosure and Barring Service) Certificate. This must be in accordance with the Scout Associations/Guide Associations nights away guidance. Groups are to be responsible for managing and supervising any visiting adult without a DBS Certificate and they must not be left unattended.

Child Protection Policy
We follow the child protection policies set out in POR by the UK Scout Association.
Under 18's are not allowed to camp on our site unless a suitable qualified adult is in charge.