

Terms & Conditions

1. Bookings & Finance

1a. By making a booking, the first named person on the booking agrees on behalf of the organisation (and all persons detailed on the booking) that:

They have read these terms and Conditions and 1) has authority to bind the organisation and 2) the organisation does agree to be bound by them;

They consent to our use of personal data in accordance with our Privacy Policy and the organisation is authorised on behalf of all person's names on the booking to disclose their personal details to us, including where applicable special categories of data (such as information on health conditions or disabilities and dietary requirements);

They are over 18 years of age; and

The organisation (or if booking as an individual, he/she) accepts financial responsibility for payment of the booking for all persons details on the booking.

1b. An activity, accommodation or equipment booking is only considered confirmed when an email has been received through the booking process from the bookings team.

1c. Cancellation must be made by emailing bookings@horleyscoutcamp.org.

1d. Whilst we make every effort to honour your booking, we reserve the right to cancel or alter bookings where necessary. On these occasions we will inform you of any changes as early as possible.

1e. Booking amendments may be made; however, reductions of numbers/activities may be subject to the cancellation fees. Continual amendments may be subject to an administration fee.

1f. Late payment may result in the cancellation of any future bookings, statutory interest applied to the outstanding amount, and a 5% administration fee.

1g. The campsite is run by North Oxfordshire District Scouts in accordance with The Scout Association [Policy, Organisation and Rules](#). Please take time to understand our safety and safeguarding [policies](#).

2. Buildings

- 2a. Buildings should be left in the same condition they were upon arrival and will be inspected after departure. The checkout sheet should be used to complete the exit of buildings, this is on the notice board. Where additional cleaning is required, a minimum charge of £50 will be applied and will be charged on an hourly basis.
- 2b. Any temporary alterations to building must be requested to the site team before attending. This is limit to and excluding gas and electric supplies. All Tacks and adhesive substances used to secure items must be removed before leaving.
- 2c. Check in/out times are to be agreed. Early check in should be notified a week in advance.
- 2d. Any items in the building used outside must be returned and cleaned before leaving the building.
- 2e. No bedding, cleaning consumables, or first aid kits are provided – please ensure you bring your own.
- 2f. Utility costs are included in the price of buildings, subject to fair use – excessive use may result in an additional charge.
- 2g. Any damage to buildings or inventory must be reported immediately. Groups may be charged the cost of any replacement/repair, plus an administration fee.
- 2h. The site buildings are non-smoking areas, smoking only permitted in designated areas.

3. Fires

- 3a. Ground fires are only permitted in the designated areas; campfire circle, backwards cooking area and area on the embankment camping site. Fires must be at least 50cm off the floor.
- 3b. Any fires lit in designated areas including the campfire circle must not be left unattended.
- 3c. Disposable BBQ's are not permitted on site.
- 3d. Alter fires are available and should be returned to the designated places; behind Dean Lodge and near the campfire circle.
- 3e. Cold ash must be disposed of in a suitable manner in the ash pit near the campfire circle – do not dispose of ash in bushes or hedges, and do not place hot ash in ash bins.
- 3f. Firewood can be scavenged from across the site. Please be considerate of other uses, and do not use excessive amounts of wood. Any unused wood should be returned to the woodpile in the car park and not discarded in the areas around the edge of the main camping field.
- 3g. During periods of prolonged dry weather restrictions will be put in place to safeguard the wellbeing of users and the site.

3g. Treated wood and pallets are not permitted on site.

4. Activities

4a. Horley Scout Camp team members, instructors are responsible for the safe delivery of instructed activities; their decision is final on all matters regarding their provision and operation.

4b. Qualified instructors who wish to run site led activities must provide copies of qualifications and understand site rules. Having a meeting with the site team to review/ understand the RAMS by which the activity will be run. The site team will have final say on the activity being run.

4c. Participants must be suitable dressed for activities, in line with our risk assessments and self-led guidance.

4d. All medical conditions must be discussed with the instructor at the start of each session. We recommend highlighting any severe medical conditions in advance. Failure to disclose any medical conditions may result in the cancellation of the session with no refunds.

4e. Activities are subject to a minimum charge, and maximum group size, indicated in our price lists.

4f. The instructors / site team cannot be used in the ratios for the supervision of young people using the site according to your organisation's rules.

5. Centre Usage

5a. All rubbish must be recycled as much as possible according to Cherwell District Council.

5b. The group leader must check in and out with the site team and inform their group of a meeting point for drop-off and collection.

5c. Quiet hours are between 10pm and 7:30am.

5d. Amplified speakers and generators are not permitted unless agreed in writing in advance, and we reserve the right to ask you to lower their volume or turn them off.

5e. All groups staying overnight hold a valid DBS in line with their organisations safeguarding policies. The Scout's Safeguarding Policy (yellow card) applies to all groups and visitors and must be followed at all times. See www.scouts.org.uk/information-for-parents/stay-safe for more information.

5f. The use of drones and UAVs are not permitted on site, without advanced authorisation. You are responsible for ensuring you comply with all regulatory requirements.

5g. Dogs on site, must notify at point of booking any you wish to bring to site. They must be under control at all times and any waste cleaned up.

5h. Any sudden or increased spread of illness should be reported to the site team. A plan then placed to manage the situation; this may include ending the site use early.

5i. Accidents and incidents must be reported to the campsite team at earliest opportunity. Paperwork may need to be completed as a response to the incident.

6. Behaviour & Supervision

6a. Responsibility for approval of events, risk assessments and planning remain with the responsible adult. The team reserves the right to request copies of these documents at all times when on site.

6b. Responsibility for supervision, welfare and behaviour of the group remains with the responsible adult, including during instructed activities and free time.

6c. You are responsible for first aid provision for your group, including ensuring that you are aware of any existing medical conditions.

6d. Please do not allow your group to pass through other groups' campsites or activities.

6e. We reserve the right to ask anyone to leave site with immediate effect, with no refund for:

- The use of inappropriate or aggressive behaviour or language, including any behaviour that is the centre's code of conduct.
- Excessive noise
- The misuse of alcohol or drugs
- Illegal activity
- Any other reason deemed necessary by a member of the Horley Scout Camp team.

Where necessary, the above right to remove individuals from the site may be applied to the whole group/booking.

6f. Some areas maybe restricted during a visit, this will be notified on the notice board in the car park and/ or by a site team member.

7. Vehicles

7a. The site speed limit is 5mph unless otherwise indicated.

7b. Leaders' vehicles may park on the field near the camping area, parents must drop-off and collect young people in the main car park.

7c. If you plan/expect to need to move your vehicle off site during your visit, please use the main car park by reception, and minimise vehicle movement through the site.

8. Force Majeure

8a. Horley Scout Camp shall not be liable for any delay in performing or failure to perform any obligation or alterations and cancellations due to any cause beyond Horley Scout Camp's reasonable control including strikes, lock outs, labour disputes, acts of God, war, riot, civil commotion, terrorism, malicious damage, threats to safety, compliance with any law or governmental order, rule, regulation, or direction, accident, environmental contamination, pandemic, outbreak of disease, breakdown of plant or machinery, fire, flood, storm, difficulty or increased expense in obtaining staff, materials, goods or raw materials in connection with the performance of this agreement.

9. Insurance

9a. Horley Scout Camp has legal liability insurance to cover its potential liability to visitors and participants in activities.

9b. We recommend you obtain suitable insurance, such as cancellation and personal accident insurance where you deem it appropriate/necessary.

9c. We cannot accept any liability for personal belongings or property of visitors which are stolen, lost, or damaged during your stay. It is the responsibility of your group to safeguard against such damage during your stay. It is the responsibility of your group to safeguard against such.

10. Data use and Retention

Horley Scout Camp will hold the following information for the purpose of the bookings made;

Name
Email
Phone number
Organisation

This information will be used for the purpose of the booking. This data may be shared with The Scout Association and may be disclosed to authorised third parties, such as the Police and Local Authorities.

The data will be held for a period deemed necessary under UK law, for invoices raised 6 years and within the booking software used. The information in booking software will be removed 18 months from last booking.