

**Forest Camp Activity Centre**  
**2022 Terms & Conditions of Booking for**  
**Scout and Guide Associations**

Access to the use of the Activity Centre is conditional on your acceptance of and compliance with these Terms. These Terms and Conditions are for the benefit of all users.

**BOOKING AND ALLOCATION OF SITES**

1. All bookings will be taken on a first come, first served basis.
2. All bookings will be subject to the terms and conditions set out below.
3. We will endeavour to support your choice of site where possible and appropriate, subject to the following provisos:
  - We reserve the right to change the allocation of sites up until time of arrival based on conditions (state of site/weather) at the time.
  - You will be allocated a camp site or sites appropriate to the number of campers you are intending to bring to the site. If you wish to book an additional site this can be arranged at the time of booking. The fee of £100 per night will be charged.
  - If you wish to book a site with a significantly larger capacity than the number of campers you are bringing, there will be an additional fee for doing so as we will be unable to offer the site to larger groups. If the site you wish to use has a capacity 50% larger than your allocated site, there will be a charge of £50/night and if the site you wish to use is 100% larger there will be a charge of £100/night.
4. If your event is a Sectional/District/County/Special event then we may require an onsite meeting with at least one member of the team who will be on site during the event. You will be emailed confirmation of the discussions within a week of the meeting.
5. **We reserve the right to cancel bookings in the event of adverse weather or any safety risk on the site.**

**ARRIVAL AND DEPARTURE**

1. Sites and buildings will not be available to campers until after 4pm on the day of arrival unless you have specifically booked otherwise – see points below
2. On arrival on site, the Group Leader must check-in at Reception in the main car park area before accessing site or buildings. An adult member of your group must remain in area of the carpark to meet young people arriving.
3. Camp sites must be vacated by 4pm on the day of departure, and groups departed from Forest Camp Activity Centre by 4.30pm.
4. Buildings must be vacated by 3.00pm on the day of departure to give our staff time to service them before new arrivals. Groups must depart from Forest Camp Activity Centre by 4.30pm.

**Early Arrivals**

5. Early arrivals can only be agreed one week in advance of your booking subject to other bookings on site. If you wish to arrive before 4pm on the booked day of arrival you will be charged the day rate for your total number of campers. **This includes the delivery of food and other equipment.**

**Condition of Site on Departure**

6. All campsites and buildings should be left in a clean & tidy condition on departure with all rubbish and ash disposed of at the central disposal point and all equipment such as altar fires returned to their central storage point.
7. Prior to leaving the site or building the Group Leader must request a member of the site team to inspect to ensure the site/building has been left in the condition in which it was found at the start of the stay.

## PAYMENT

1. Once booking Information has been issued, the appropriate deposit must be paid within 14 days in order to confirm a reservation. **Any reservations not confirmed within 14 days will be cancelled.**
2. Cheques must be made payable to Cheshire County Scout Council and marked with your Booking Reference on the back.
3. If paying by bank transfer you must include details of the booking reference on the transfer, quoting the identifiable reference, to enable receipt to be verified before a booking can be confirmed.

Bank	RBS Wilmslow
Account Name	Cheshire County Scout Council, Forest Camp Activity Centre
Sort Code	16-34-24
Account Number	10009216

4. We will acknowledge receipt of your deposit and confirm your booking by email.
5. The balance of all fees must be paid once you arrive on site. Please note we accept payment on site by cheque, card or cash. Should you wish to pay by bank transfer, the funds must have been transferred to our account 24 hours before you arrive on site and you must notify the Bookings Manager that you have done so, quoting a date and reference of payment, giving us sufficient time to verify this before you arrive. All prices are published on our website.
6. Failure to pay in full on the day of arrival or in advance will incur a £50 administration fee.
7. Cancellation of your booking less than 6 weeks prior to your visit will result in loss of deposit and failure as will failure to arrive
8. Please ensure that you check out with the wardens before leaving the site.

## VEHICULAR ACCESS TO FOREST CAMP

1. Access to the site is along Overdale Lane; there is no access via Kennel Lane. Access along Overdale Lane is constrained and we ask that you keep the number of vehicles visiting the site to a minimum and drive with consideration to our neighbours. This will also enable us to manage the parking on site.
2. **Coaches are unable to access Forest Camp.** If you wish to use a coach, you must pre-arrange this with us so that suitable arrangements can be made to allow drop off and transfer to and from the site.
3. **Only official site vehicles** are allowed onto the camping fields/sites or the woodland. Equipment brought by trailer can be transferred to site by campsite tractor. Equipment brought by van can be loaded onto campsite tractor & trailer or trek carts and transferred to site.

## ACTIVITIES

1. All activities on site are subject to the relevant sections of Policy Organisation and Rules of the Scout Association, where applicable, and otherwise National Governing Body recommendations.
2. Leaders of Scout Association members using the site are responsible for ensuring that these requirements are met.
3. We will endeavour to accommodate your wishes but bookings will be taken on a strictly first come basis.
4. Groups may bring their own water activity equipment to Forest Camp. However, they must book a slot for use of the round pool so that we can oversee usage and safety.

## SITE TUCK SHOP

1. The site shop a small tuck shop which is available to all groups throughout the weekend.

## Changes

We reserve the right to modify these Terms at any time. We will provide at least 30 days' notice prior to any new terms taking effect.