

19. Child Protection:

Please see enclosed leaflet, which must be adhered to. Raise the alarm – dial 999, leaders to do a roll call. Contact the Duty Manager as soon as possible to give details - telephone numbers are posted in the office window.

20. Fire:

In the event of fire make sure the building or tent involved is **EVACUATED**.

21. Accidents:

All accidents to persons or equipment must be reported to the Duty Manager at the time and be entered into the accident book.

22. First Aid:

The group leader is responsible for First Aid. All site instructors are trained in First Aid and will be responsible for this when leading an activity.

23. Insurance:

Public Liability up to £5,000,000. Personal accident, theft, loss or damage to personal property is not included. Groups are advised to take out their own public liability, personal injury and cancellation insurance.

24. Smoking:

Smoking is not permitted on any activity. Smoking is discouraged on Centre premises and grounds, including the Church/Churchyard.

25. Drugs:

The possession or use of any banned substances will not be tolerated. The Managers have the right to ask those responsible to leave the site immediately.

26. Alcohol:

Under age drinking/possession of alcohol is not permitted. The Managers have the right to ask those responsible to leave the site immediately.

27. Disruptive Behaviour:

The Managers have the right to ask those whose behaviour is not acceptable, to leave the site immediately.

28. Health and Safety:

The Hirer agrees to comply with the Centre's Health and Safety Policy, which may be viewed on request.

29. Activities policy:

Between 1st April & Sept 30th you need to book a minimum of 1 activity per person for a weekend visit & 3 activities per person mid week. If not we add a surcharge of £5.00 per person per night



THE CHRISTIAN ADVENTURE CENTRE

TERMS AND CONDITIONS OF HIRE



1. Booking Accommodation:

Due to high demand, reservations must be confirmed with a completed booking form and non-refundable deposit, within 21 days of the initial enquiry. After this period the dates will be made available to other groups, without further notice.

2. Booking Activities:

Booking form must be completed and returned, together with a £30 non-refundable deposit, no later than **8 weeks** before your visit.

3. Catering:

Groups are self-catering unless otherwise arranged when booking.

4. Payments:

An invoice for the balance of the fees will be sent shortly after your stay and must be paid within 21 days of the invoice date.

The minimum charge is based on a group of 15. Maximum numbers per group for the House is 42 and the Camping Centre is 60, although groups can bring their own tents up to a maximum number of 72 people. If the House and Camping Centre are booked by the same group, the minimum charge will be for 55, of which a minimum of at least 20 will be charged at House rates.

5. Arrivals and Departure times:

A member of the Viney Hill staff will brief the group on arrival and debrief on departure. Arrival and departure times are on FAQ sheet and must be strictly adhered to.

6. Cancellation of Accommodation by Client:

All cancellations should be made in writing. The deposit is non-refundable. If less than **12 weeks** notice of cancellation is given, then **100%** of the hire fee will be charged. You will also be charged the cost of your activities if your stay falls between April - September.

7. Cancellation of Activities by Client:

If cancelled prior to **8 weeks** of booked dates, will result in loss of deposit. Cancellation within **4 weeks** of booked dates will result in the full cost of all activities booked.

8. Cancellation by Viney Hill:

Whilst every effort is made to ensure your hire takes place, Viney Hill reserves the right to cancel at any time. In this event, as much notice as possible will be given and groups will be offered, either a full refund of fees or an alternative booking date when the Hirer can ensure a workable minimum. We regret that our liability does not extend beyond this.

9. Equipment:

Bedding and pillows are provided in the House but not on the campsite. The Hirer undertakes to report, and will be required to pay for, any equipment lost, broken, stolen or damaged. Substitutes are not acceptable.

10. Car Parking:

Cars are **NOT ALLOWED** on the campsite, but should park in the car park. Cars and contents are parked at owners' risk. The parking area is limited; please share transport wherever possible.

11. Noise:

Please respect the neighbours and avoid all unnecessary noise. Activities should start quieting down by 9.30pm, with quiet onsite from 10-30 -8am. We now have a noise management policy in place which we will require you to sign and adhere to during your stay. If a member of staff has to be called to the Centre between the hours of 10pm and 8am, a call out charge of at least £25 will be charged to your invoice.

12. Camp Fire:

Only to be used with the permission of Centre staff. Fire only to be lit within the log circle. Fallen wood may be gathered from the Forest. **See the bonfire guide on the notice boards in the Old Vicarage and Cross Meadows Centre.**

13. Toilets:

Sanitary towels, nappies etc., are **NOT** to be flushed down the toilets; please use the appropriate bins provided. Paper hand towels and toilet rolls will be provided.

14. Rubbish

All **non-recyclable** rubbish to be bagged and placed in the red skip. Please keep the site free of litter and use the bins provided.

15. Recycling:

All groups are **expected** to comply with the Centre's recycling policy, which will be explained on arrival.

16. Cleaning/Clearing up:

It is the responsibility of the group to leave the site clean and tidy and ready for the next group. See clean up sheets in Old Vicarage and Cross Meadow.

17. Telephone:

Leaders need to ensure that they have a mobile telephone with them for emergencies, as there is no pay phone on site. Mobile phones are not to be used during activities led by the Centre instructors.

18. Group Leaders:

Each group will need to appoint a group leader who will be responsible for behaviour during activities and for ensuring these Terms and Conditions are kept, liaising with the Manager as necessary.