

20. Child Protection

You must comply with the Centre's Child Protection Policy, a copy of which has been supplied with your booking pack.

21. Fire

In the event of fire make sure the building or tent involved is **EVACUATED**. Raise the alarm and dial 999. Leaders should do a roll call. Contact the Duty Manager as soon as possible to give details - telephone numbers are posted in the office window.

22. Accidents

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

23. First Aid

Your group leader is responsible for First Aid. All of our instructors are trained in First Aid and will be responsible when leading an activity session.

24. Insurance

We have Public Liability Insurance cover of 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.

25. Smoking

Smoking is not permitted on any activity. Smoking is discouraged on Centre premises and grounds, including the church and churchyard.

26. 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.

27. Alcohol

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

28. Disruptive Behaviour

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

29. Day Visitors

All day visitors will be charged at a rate of £4 per person per day.



Climbing/Caving/Trekking/Watersports
Confirm on: Tel 029 2075 5715
AALA No: L8690/R1023

The Christian Adventure Centre

Terms and Conditions of Hire

2010



1. **Booking Accommodation**

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

2. **Booking Activities**

Your choice of activities must be confirmed with a completed activity booking form and deposit, at least 8 weeks before your visit.

3. **Activities Policy**

Between Easter and the end of October you must book a minimum of 1 activity per person for a weekend visit & 3 activities per person during a mid-week visit lasting 4 nights. If you choose not to, you will incur a surcharge of £5.00 per person per night.

4. **Catering**

Groups are deemed to be self-catering unless otherwise arranged when booking.

5. **Payment**

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. We reserve the right to impose a surcharge for late payment.

6. **Minimum Charges**

We charge for a minimum of 15 people per night per group for accommodation.

If you hire the whole site the charges will be as follows:

- During the camping season (Easter until end October) you will be charged for a minimum of 55 people, of which at least 20 will be at Old Vicarage prices.
- Outside the camping season (November until Easter), if you wish to book the Camping Centre and field, as well as the Old Vicarage, you will be charged £60 per day, or £100 per weekend in addition to the usual accommodation charges for the Old Vicarage.

7. **Arrival and Departure Times**

A member of staff will brief the group on arrival and debrief you on departure. The times of arrival and departure on our FAQ sheet must be strictly adhered to.

8. **Cancellation of Accommodation by Client**

All cancellations must be made in writing. The deposit is non-refundable. If less than 12 weeks notice of cancellation is given, then the full accommodation fee will be charged.

9. **Cancellation of Activities by Client**

Cancellation of activity sessions within 12 weeks of booked dates, will result in the loss of your deposit. If you cancel within 4 weeks of the booked dates you will be charged the full cost of all activities booked.

10. **Cancellation by The Christian Adventure Centre**

Whilst every effort will be made to ensure your visit takes place, we reserve the right to cancel at any time. In this event, as much notice as possible will be given and you will be offered, either a full refund of fees or a mutually agreed alternative booking

date. In the unfortunate event that we are unable to provide a booked activity session you will be offered an alternative or a full refund of the session fee. We regret that our liability does not extend beyond this.

11. **Equipment**

Bedding and pillows are provided in the Old Vicarage but not on the campsite. You must report, and will be required to pay for, any equipment lost, broken, stolen or damaged. Substitutes are not acceptable.

12. **Car Parking**

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

13. **Noise**

Please respect our neighbours and avoid all unnecessary noise. Activities should be peaceful by 9.30pm, with quiet onsite from 10-30pm—8am. We have a noise management policy which you will be required 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 £50 will be added to your invoice.

14. **Camp Fires**

A camp fire may only be lit with permission of the Centre staff, and only within the stone circle. Fallen wood may be gathered from the Forest. **See the camp-fire guide on the notice boards in the Old Vicarage and Cross Meadows Centre.**

15. **Toilets**

Paper towels, 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.

16. **Rubbish and Recycling**

All groups are expected to comply with the Centre's recycling policy, which will be explained on arrival. Any rubbish which cannot be recycled should be bagged up and placed in the red bin provided. Please keep the site free of litter and use the bins provided.

17. **Cleaning/Clearing up**

It is your responsibility to leave the site clean and tidy and ready for the next group. Please refer to the cleaning checklist on site.

18. **Telephone**

There is an emergency telephone located outside the office, but group leaders should have a mobile with them for any other calls. Mobile phones are not to be used during activity sessions.

19. **Group Leaders**

Each group must appoint a group leader who will be responsible for behaviour during activities, for liaising with the Centre Manager as necessary and for ensuring compliance with these Terms and Conditions.