

## YORK SCOUTS ACTIVITY CENTRE TERMS AND CONDITIONS OF BOOKING AND OF USE

The York Scouts Activity Centre Team and our helpers are all committed volunteers welcome you to Snowball Plantation. We want to work with you to ensure that your visit is as pleasant as possible, and hope that you and your group have a very enjoyable time. Please do ask the Booking Secretary, Duty Warden if you have any queries or need any further information prior to or during your visit.

However, it is necessary to have some simple rules and guidelines that all users should follow. These rules are to ensure that all current users of Snowball Plantation and Snowball Lodge have a pleasant visit and the facilities remain available for future generations to use.

It is therefore important that all users should read and understand the booking conditions.

**All bookings should be made using the standard Booking Form and anyone signing that form is deemed to have read, understood and accepted these conditions.**

Please do use the booking form to provide us with an outline itinerary and the type of activities you have planned for your visit – this will help us to make sure that, if possible, any additional requirements can be catered for or provide with you advice on additional insurance or risk assessment that you may need to address.

We also realise that from time to time problems do arise and these should be drawn to our attention as soon as possible, so they can be rectified. Please bear in mind that the volunteer officers, booking secretaries, wardens, and maintenance team, do give their time freely and may have their own family and work commitments to attend to.

Thank you for your co-operation in helping to maintain York Scout Activity Centre as a safe and enjoyable place to visit

### CONDITIONS FOR ALL USERS OF YORK SCOUTS ACTIVITY CENTRE

1. Please show respect and consideration for our neighbours, the local community and team of volunteers as York Scout Activity Centre rely on their good-will and help to operate.
2. Please also observe the Countryside Code and remember that York Scout Activity Centre is a sanctuary and Conservation Area. Please take steps to protect wild life, wild plants and trees whilst using the site; and not cause damage to growing trees or shrubs, pick wild flowers or interfere with the plastic protectors placed around small trees.
3. Both the Scout and Guide Associations operate CHILD PROTECTION POLICIES, and members of other organisations are asked to observe them.
4. You are required to undertake your own RISK ASSESSMENTS for all your activities. Any risk assessments provided by York Scout Activity Centre are available for guidance only.
5. PARKING IS LIMITED within the car park area and users must show consideration for others, please request your visitors to make car sharing arrangements to minimise traffic in this restricted area. Disabled parking is provided solely for vehicles when the disabled person is present and must display a valid Disabled Parking card. If a large number of visitors are expected at an event arrangements should be made in advance for parking in the overflow parking area – you are responsible for notifying your visitors of the parking arrangements. . Parking is not allowed on the entrance driveway or in front of any access barriers. **For safety reasons group leaders should arrange for their young visitors to join them in an area away from the car park area.**
6. CARAVANS OR CAMPER VANS ARE NOT ALLOWED in the grounds or the car park, at any time, for any reason. Should one of your group wish to bring these, there are several nearby caravan sites available for you to book pitches.
7. NO DOGS except Guide/Support/Hearing dogs, or other pets, are allowed on the site.

8. SMOKING, OR THE USE OF ALTERNATIVE DEVICES IS NOT PERMITTED other than in appropriately designated areas, and not in view of any young people using the site.
9. FIREWORKS ARE NOT ALLOWED anywhere on York Scout Activity Centre for any reason, nor at any time.
10. ABUSE OR MISUSE OF SUBSTANCES, LEGAL OR ILLEGAL IS NOT PERMITTED on site at any time, and for any reason.
11. WHERE ALCOHOL is being consumed, it should not be consumed in front of young people, and when being consumed visitors are asked to remain in their own area having consideration for other visitors, ensuring cans and bottles are disposed of appropriately.
12. Please consider the amount of noise being created by your group and avoid causing NOISE DISTURBANCE for other users and the local community, and ensure that all noise is stopped by 11pm.
13. Photography is permitted on site, but you are requested not to include other people or children in your photographs without their (or their parent/guardians) explicit consent. If you intend to publish those photographs you need that consent to be in writing. Please do have due regard to the Child Protection policies in this matter.
14. The use of drones is not permitted on the site.
15. The whole of Snowball Plantation is available for use for activities, except for occupied camp sites on the understanding that users co-operate over the shared spaces.
16. As indicated above, bookings should be made using the standard Booking Form, booking deposit and damages bond, or full payment, as appropriate should be paid within 7 days of making the provisional booking, otherwise the slot will be made available for others to book. Your booking will be confirmed on receipt of the Booking Form and appropriate payments. The final payment should be made not later than 28 days prior to your arrival to secure your booking, access details will then be given to you. The charges for the use of the facilities, booking deposits and damage bonds required are listed on the Charges document.
17. York Scout Activity Centre Team reserves the right, where payments are not made appropriately, to retain the booking deposit, and/or let the facility to another party. **Damage bonds will also be retained where any abuse, misuse or damage arises from the actions or negligence of one of your group.**
18. Please note that there is ongoing development at Snowball Plantation which may change the facilities that are available. Any information and descriptions provided are for guidance only and the Team cannot be held liable for any mis-descriptions or mis-representations. The term holiday can mean any booking period, including holiday, conference, seminars or meetings.
19. Visitors must arrange their own insurance cover for activities and risk, cancellation of the event, theft of, or damage to, property and vehicles. Please carry out your own risk assessments, and don't leave valuables in tents or on show in the Lodge or parked cars.
20. The Agility Equipment must not be used until it has been checked by the authorised party leader to ensure equipment is in a safe and fit condition to use at the time of the visit. They are also responsible for ensuring that young people using it are supervised at all times. And a first aider must also be available whilst the equipment is in use. These conditions must be adhered to, to comply with York Scout Activity Centre insurance requirements.  
**York Scout Activity Centre and its insurers take no responsibility for any injuries however caused by unsupervised usage, misuse of the equipment or use of equipment when unsafe or clearly marked as not fit for use.**
21. York Scout Activity Centre Team is not liable to the hirers or members of their party for injury resulting from hirers negligence, or, loss or damage to any of their belongings or that of their visitors.

22. Hirers are responsible for any damage to equipment, including site equipment, and buildings whilst in occupation and must report any damage and/or lost equipment (however caused) to the Duty Warden or Lodge Manager before leaving the site.
23. Report any accidents involving injury to visitors or leaders to the Duty Warden or Lodge Manager immediately.
24. Evening and overnight bookings are strictly from 6.00pm unless prior arrangements have been made with the Booking Secretary.
25. Vehicles must not be taken, or cycles ridden, on the perimeter track including the area to the rear of the Lodge.
26. Users must observe the site boundaries and not cross fences or ditches; and not play in or near, or deposit refuse in, drainage ditches.
27. Any intended specific use of the arena must be notified to the Booking Secretary at the time of booking, to ensure that it is available for you to use.

## 28. Using Snowball Lodge

1. SMOKING IS NOT PERMITTED in Snowball Lodge. Non-compliance will result in the activation of the fire detection system and the unnecessary attendance of the Fire Brigade. There will be a charge for any negligent or deliberate activation of the fire alarm, or the burglar alarm.
2. The hirers' right to occupy the Lodge is limited to occupation purposes only and shall terminate at 12 noon on weekdays, or 4pm on Sundays, on the scheduled date for the end of the holiday.
3. During the hirers right to occupy the Lodge they may not sublet or otherwise part with possession of it.
4. Conditions of insurance limits the number of persons allowed to sleep in the Lodge to 39. Larger parties, or parties requiring camping for some of the group, must book camp sites for additional persons and charges will be made for the camp site at the advertised rates.
5. Pillows and pillowcases are provided for each bed, but you need to bring your own sleeping bags. You will need to put the pillow inside the pillow case, and please remove the pillow case at the end of the stay, leaving these all together and ready for laundry.
6. In the interest of hygiene following any incident of bed wetting or sickness, users must ensure that mattresses are thoroughly cleaned with a suitable disinfectant.
7. Blankets can be issued if required.
8. Beds and bunks must not be moved from room to room without prior approval and nor must bedding be removed from the dormitories
9. Hirers are responsible for their own catering arrangements and must provide their own food and tea towels and sufficient toilet rolls for the visit. Washing up and suitable cleaning liquids are provided. (**Note** Bleach must not be used when cleaning the toilets etc, as this damages the septic tank).
10. Hirers are asked to conserve energy and be economical with gas, electric and water consumption.
11. Hirers must ensure that, on departure, the building is left in a clean and tidy condition, ready for the next occupants. Any additional cleaning which is necessary will be charged at £10 per hour, and damage bonds will be retained. Rubbish and waste must be put in the bags provided and left in the bins at the main entrance or taken home.
12. Hirers must ensure the building is locked and intruder alarm set on vacating the premises and are asked to ensure the main gates to Snowball Plantation are closed (not locked) at 11pm each night.
- ~~13.~~ If a hirer has to cancel the booking, the Booking Secretary will make every effort to re-let the Lodge. However, if it cannot be re-let, then the hirer will be liable to pay half of the total cost of the booking. The hirer is therefore strongly advised to take out Holiday Cancellation Insurance to cover this eventuality.

## **Camping and day/evening visits**

1. Campers and day visitors must use the toilets and washing facilities in the site toilet blocks which must be kept clean at all times.
2. Use Green biodegradable chemical toilet fluid and dispose of it in the toilets provided on site.
3. Firewood is available in limited quantities as fuel for cooking on the specially constructed “altars” and should be used economically. Allow the alter fires to die down naturally, and do not extinguish them with water. Where camp fires are planned hirers should provide their own fuel from other sources.
4. Don't dig firepits, except under leader's supervision in the designated areas.
5. Only use bush saws for cutting firewood. Axes are banned except under leader's supervision
6. Hirers must provide their own washing up and suitable cleaning liquids and sufficient toilet rolls for the visit. (**Note** Bleach must not be used when cleaning the toilets etc, as this damages the septic tank).
7. Don't wash cooking and eating utensils at water points, washing up facilities are available at the end of the Centenary building
8. Use the soak away provided on or near to each site, to dispose of waste water, and do not to throw this in the bushes
9. Ensure that all waste food, grease, etc is burnt on your kitchen fire, not the Camp Fire Circle. Left-over food should not be thrown out for the birds as this encourages vermin.
10. Empty tins (burnt and bashed), bottles and other unburnable items must be put in the containers near to the gate for the Refuse Collections, NOT in the bins behind the Lodge.
11. Clear away all activity materials from the site before leaving, including paper tags, CDs and plastic bags.
12. The Centenary Building is available for shelter in exceptionally wet weather.
13. Campers and day visitors must not enter the Lodge, the Lodge forecourt, or the Arena unless this has been booked prior to arrival.
14. Bivouacs should only be built under the supervision of a leader and should be cleared away when finished with.

## **Using the Centenary Building**

1. You will be given instructions on how to access the building once your booking has been paid for and confirmed.
2. The building is not to be used for overnight stays (except as an emergency refuge for campers on site in the event of bad weather conditions), nor the preparation and/or cooking of food.
3. You must use the toilets and handwashing facilities in the site toilet blocks, and these must be kept clean at all times.
4. Use of the Lodge facilities or telephone is not permitted; and visitors must not enter the Lodge or it's forecourt without the prior permission of the occupants.
5. Only softball team games are permitted in the building, no hardball, cricket or football games are allowed within the building.
6. Equipment cannot be left in the building before or after the booking.