



Booking Conditions for Hire of Ratlingate Scout Activity Centre & Campsite Facilities

1. An inspection will take place on arrival & departure of all facilities used.
2. There is bunk-bed accommodation for 32. Users should bring sleeping bags and pillows etc.
3. Campers have access to the showers and toilet facilities in the Centre via a separate entrance at the back of the building.
4. Showers / toilets – when you use them, please clean them.
5. The hirers are responsible for ensuring that all facilities used are left in a clean & tidy state (follow the pre-departure check list).
6. Careful use of lighting should be undertaken.
7. Place rubbish in bins provided (Use recycling facilities as appropriate).
8. Vehicles to be parked in car park ONLY. Use the area beside the building just for unloading. Vehicles are not permitted on the field.
9. Report any damage ASAP to the warden or a member of the management committee, even if you have not caused it.
10. The following are not allowed on the site without prior approval – Fireworks, Guns or Firearms, Dogs.
11. Conserve wood – use only dead or fallen wood. Do not cut live timber.
12. Litter sweep before departure. There should be no wood chippings, sweet papers or other rubbish and no debris, which may damage the mower.
13. Consider neighbours/ other users, keep noise to a minimum at night.
14. Telephone / e-mail bookings must be confirmed within 2 weeks with an official booking form and deposit to avoid cancellation.
15. Deposits are non-refundable for all cancellations unless we are able to re let the Centre. Cancellations should be notified by telephone as early as possible. Non Scout/Guide groups should follow this up by letter. It is the responsibility of the hirer to ensure that the booking secretary has received details of cancellations.
16. Fees payable on departure unless otherwise agreed.
17. Hirers are responsible for the costs of any damages.
18. If you are including any unusual activity in your programme such as Archery or similar please advise the booking secretary as other users of the site will need to be informed.
19. The Management Team reserves the right to cancel bookings.
20. Hirers are responsible for their own equipment and insurance.
21. Disclosure & Barring Service/Disclosure Scotland/Northern Ireland Procedures. All adults MUST have been previously checked via the appropriate vetting organisation, as above. This includes parents attending Family Camps. Anyone found not to have clearance will be asked to leave.
22. For overnight bookings, the Centre will be available from 6pm and should be vacated by 4pm on the day of departure. Groups wishing to arrive earlier or stay later, assuming no one else has booked the facilities, should arrange this with the Booking Secretary.