



Woodhouse Park Visitors Code of Practice

In order to ensure a safe environment for all site users the Management Committee has set the basic rules for the benefit of all. It is the Group Leader's responsibility to ensure that all campers, helpers, drivers etc are aware of these rules.

Arrivals/Departure Times

In order that the buildings are cleaned for when you arrive on site we do not accept any arrivals into the buildings before 4 pm. Visitors are requested to vacate the buildings by 12 midday Monday to Friday and 3 pm at weekends. Please be aware that in the peak season this rule also applies to the camping sites.

Booking Charges/Deposits and Payment

A non-returnable booking fee of £75 is required for all residential bookings and £20 for all other bookings. In addition, for accommodation bookings, a further deposit of 50% of the total charge must be paid at least 12 weeks before use. Late payment may result in cancellation of the booking, in which case the County reserves the right to re-let the accommodation. **Cheques made payable to The Scout Association.**

Vehicles

The site policy is **PARK AND WALK**. Vehicles delivering site set-up equipment must obey the site speed limit of 5 mph and are expected to be off site within 90 minutes of arrival. Parents etc transporting campers are to park in the car parks and the campers are to carry their personal equipment to their site. Leaders should ensure that there is someone at the car parks to direct their campers to the correct camping areas. **NO CARS** are allowed to park in fields or access areas, only in designated car parks.

Buildings, Camping and Activities – Refuse and Sanitation

All camping and activities should be to a standard equivalent to Scout Rules as in Policy Organisation & Rules. Visitors are asked to leave the buildings as they would hope to find them. Please report any breakage or damage to the windows at the earliest possible opportunity to allow for prompt replacement or repair. All buildings should be left clean. If the buildings are not left in a good condition you may be required to pay additional cleaning costs required to clean the facilities for the next user. All refuse/waste must be placed in the appropriate site containers and there are separate bins for recycling of glass and tins. All tins, cans and bottles should be placed in the refuse bags provided. Cooking and eating utensils should not be cleaned out at water points or in the toilet blocks. There is a policy of no dogs on site (except Registered Assistance Dogs). Activities which require an instructor must give a minimum of 4 weeks notice and if using own instructor, then 2 weeks notice is required.

Toilets and Showers

The toilet blocks are cleaned regularly. We strive to keep the blocks in good condition, however, if you find during the course of the day this is not so, or discover toilets blocked or lack of toilet paper etc then please find a warden or member of the Service Crew so that we can take remedial action. Please also do not use the shower areas to clean off your muddy boots. During your stay you will be required to clean the toilet blocks and the wardens will issue you with a cleaning rota to be undertaken.

Noise

In co-operation with the local Council and our neighbours, as we are in a residential area, we ask that noise is kept to a minimum especially during the hours of darkness. The site operates a strict code of practice. ALL live/pre-recorded music has a curfew of 11 pm Sunday to Thursday and 12 midnight on Friday and Saturday. All generators are to be switched off no later than 11 pm and not started before 7 am.

Lost Property

If anything is lost please check with the wardens at the warden's office which is the eventual destination for all found property.

Accidents

All accidents should be reported in the hirer's own accident book and must be reported to the warden. Any accident occurring on site that requires hospital treatment is automatically reported under RIDDOR 1995. The hirer must complete a form obtained from the warden which will be sent to the local Council (in addition to completing an accident report form by the hirer). All hirers are responsible for their own First Aid provision.

Site Shop

The site shop opening hours will be advised. The wardens are always willing to open the shop at any time appropriate to you as the site users. Please ask them and they will oblige if possible.

Licences

If any event requires a licence, such as the sale of intoxicating liquor, or possible entertainment, it is the responsibility of the hirer to obtain this and must be shown to the wardens prior to the event. A television licence is not held on site for the use of TVs.

Fires and Woodpiles

All unburned timber is to be returned to the woodpiles. All fallen timber may be used for fires. No trees or branches from trees are to be felled or cut. No pits are to be dug.

Risk Assessments

We have our own risk assessments for the site and buildings but all visitors are requested to provide their own risk assessment for their stay on site.