



# Bournemouth Guide Camp Association



## TERMS AND CONDITIONS OF HIRE JANUARY 2020

### 1. General

- Bournemouth Guide Camp Association is a registered charity, operating as Dudson Guide Camp. In this document, both will be referred to as 'Dudson'.
- All information given in any literature produced by or on behalf of Dudson is correct at the time of going to print. It is given in good faith and intended as a guide to accommodation and camping facilities available and may be altered without notice to suit differing seasonal, safety or other conditions.
- Dudson Guide Camp is a non-smoking site. This includes the use of vape and e-cigarettes.
- Alcohol may only be consumed by persons over the age of 18 years. Alcohol may only be consumed on your own campsite or in the building you have booked. Alcohol must not be consumed in front of young people.
- Having fun is what Dudson is all about. However, the enjoyment of others and consideration for our neighbours must not be compromised. All groups need to keep noise to a minimum between the hours of 22:30 and 07.00.
- All official signs and notices displayed within and around the site shall be adhered to.
- It is the responsibility of the Group Leader to ensure that all doors, windows and gates are secured when the group is not on site and before departure.
- Furniture and equipment shall not be removed from the site.
- Items that could cause damage or injury (including fireworks) shall not be brought onto the site.
- Vehicles using the private road must adhere to the 5mph speed limit.
- Leaders may take vehicles onto the field to load/unload when it is safe to do so. Parents and participants are not permitted to take vehicles onto the field unless the participant is unable to cross the field unaided.
- The gates must be closed at all times when not in use.
- Fire doors must remain clear at all times.
- Leaders are responsible for obtaining the necessary licences for the playing of pre-recorded material and music.
- Dudson Guide Camp is covered by all necessary insurances. Details are available on request.

### 2. Bookings

- The minimum overnight hire period is two nights for the house and one night for all other facilities.
- The deposit specified at the time of booking must be paid within 21 days before the booking will be deemed confirmed. The deposit is non-refundable or transferable.
- We reserve the right to cancel any bookings where the deposit has not been paid within 21 days of the deposit being received.
- We reserve the right to cancel a booking for The House if it is changed to fewer than 2 nights (the minimum hire period). If a change is permitted, the minimum fee must be paid for the second night.
- For day bookings payment in full must be made with the booking form and is not refundable or transferrable, except where specified.
- The final payment must be made before the booking ends unless prior arrangements for delayed payment have been made in advance with the Booking Secretary.

- Payment may be made by cheque or BACS transfer.
- Cheques are payable to '**Bournemouth Guide Camp Association**'. Personal cheques are not accepted from uniformed groups.
- Account details for BACS payments:  
Account: 42177048 Sort Code: 40-13-07 Bournemouth Guide Camp Association  
(Please provide your unit/group name as a reference)
- Failure to make payment by the agreed date incurs an additional charge of 5% of the final invoice per month after that date.
- Any cheques returned not cleared by our bankers will be subject to a £25.00 charge.

### 3. Cancellations

- Cancellations must be made in writing to the Booking Secretary. In the event of a booking being cancelled the following charges apply (subject to review in extenuating circumstances):
  - 61 days or more, loss of deposit.
  - 60 - 30 calendar days' notice or less a charge of 50% of the booking.
  - 29 calendar days' notice or less or in the event of a non-arrival, the full price will be charged.
- Dudsbury reserves the right to cancel, alter, or delay any camp, accommodation or activity where forced to do so by circumstances beyond our control. It is recommended that you obtain your own insurance
- Dudsbury reserves the right to send away from a camp or activity, any person who in their judgement is found to be unmanageable or a danger to the safety or enjoyment of others. In this event no refund will be given. Any additional costs and responsibility involved in removing the participant will be borne by the group.

### 4. Site

Dudsbury is an ancient monument.

- Users are not permitted to dig pits on the site.
- Ground fires are only allowed on dedicated fire bases.
- Altar fires must be used on other parts of the site.
- Furniture and equipment must not be removed from the site.
- Users should keep away from steep banks and play only on the grass areas.

### 5. Cleaning and Damage

- It is the responsibility of the hirer to ensure that all areas used by their group are left in a clean and tidy condition at the end of a booking.
- All waste that is not recyclable must be placed in the bin at the end of the drive. Failure to do so may result in an additional charge.
- We reserve the right to charge groups who damage equipment or buildings, or who fail to leave the hired facilities in a reasonable condition. Charges for damage will reflect the costs for replacement or repair as necessary.

- All faults, repairs, breakages and damage must be notified in the accident/damage record book which is located in the House and Chalet; and paid for where appropriate. Serious faults or damage must be reported to the warden immediately

## 6. Complaints

If you have any complaints during your booking, please notify the warden. We will do our utmost to find a satisfactory solution. If you are not satisfied, please write to the Booking Secretary within 21 days of the end of your booking, when you will receive a response within 14 days.

## POLICY STATEMENT

It is the policy of Bournemouth Guide Camp Association to make every effort to ensure the safety and safeguarding of adult and child visitors from physical, sexual, and emotional harm while participating in activities on site. You should be aware that there is a public right of way through this site. Bournemouth Guide Camp Association expects all visitors to adhere to their own organisation's safeguarding policies ensuring that all reasonable steps are taken to ensure that, through proper ratios and supervision children, young people and adults taking part in activities do so in a safe environment. Where visitors outside of organisations with safeguarding policies bring children or vulnerable adults on site please ensure that such persons are supervised by parents/guardians at all times. Please be aware that the on-site warden holds a current DBS certificate. It is a requirement that any instructor on site to also hold a DBS certificate, appropriate qualification, risk assessment and insurance for the activity being provided.