

RAYWELL PARK SCOUT ACTIVITY CENTRE
2018 BOOKING FORM & USER GUIDANCE NOTES

CHILD PROTECTION

It is the policy of the Scout Association to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm. Raywell Park is a scout campsite and activity centre and follows the Scout Association's child protection code of practices. A copy of this code is available from the County Office on request. We would like to point out that accepted bookings must abide by this code that all adults in your party have been deemed suitable to work with children and young people by your own organisation.

HEALTH & SAFETY

Users must be aware that this site operates in accordance with the appropriate Health & Safety requirements. All organised groups must be responsible for and implement an appropriate duty of care for the young people in their charge. Risk assessments for all relevant activities are available from the County Office on request. Users are responsible for the provision of appropriate first aid cover for the duration of their visit. All accidents must be reported to the office within 24hrs.

HYGIENE

In order to keep costs to a minimum we rely very heavily on volunteer staff to support the site. Please note a minimum charge of £35 will be levied if we have to call someone in to clean after a user. To help make their job easier we would ask that you treat the site with care (clean and tidy) and that all discarded rubbish is placed in rubbish bins.

ACTIVITIES

To avoid disappointment during your stay please complete the appropriate forms and book your activity times as soon as possible, prior to your visit. The activity booking forms can be obtained from the County Office.

SPECIAL CELEBRATIONS

Please note due to our geographical location and the close proximity of local livestock, coupled with our organisations strong environmental/conservation philosophy it is site practise that users must not let off fireworks or Chinese lanterns.

ALCOHOL

We have a policy that no alcohol is to be consumed in front of young people and it is expected that at least two adult members of the party do not consume any alcohol in case of an emergency. Alcohol is not to be consumed under the age of 18 years. Scout groups using the site should refer to P.O.R. for further guidance.

SMOKING

We strongly discourage smoking but leaders who do smoke must do so discreetly and not in front of the young people. Smoking is not permitted by any person under the age of 16 years. Smoking is not allowed in any building on site.

ANIMALS

Animals are not encouraged on the site without prior arrangement. Please contact the office and also write on the booking form. Any dog on site should be kept under control, on a lead and all mess must be removed immediately.

DEPOSIT

A non-refundable 25% deposit is required with a booking form as soon as possible. The balance is required in full 14 days prior to the date of arrival. If your booking is less than 14 days before your event, then the full amount is due immediately.

TIMES OF ARRIVAL AND DEPARTURE

Weekend use starts at 5pm Friday to 3.30pm Sunday.
School week use starts at 9am Monday to 3pm Friday

Raywell Park Scout Activity Centre

Accommodation / Camping Booking Form

Please check availability before completing this form by contacting us by email at bookings@raywellpark.org.uk or call us on 01482 655732 (please leave a message if the answer machine is on).

Organisation	
Contact Name	
Contact Address	
Postcode	
Contact email	
Contact Telephone	
<u>Camping</u>	
Numbers expected (Adults and Young People)	
Date and time from	
Date and time to	
<u>Jubilee Building</u>	
Numbers expected (Adults and Young People)	
Date and time from	
Date and time to	
<u>Nyeri Centre - Sleeps 40</u>	
Numbers expected (Adults and Young People)	
Date and time from	
Date and time to	
<u>BP Building – Day Use or Floor for the Night + 8 beds</u>	
Numbers expected (Adults and Young People)	
Date and time from	
Date and time to	
<u>Dormy Cabin – Sleeps 12</u>	
Numbers expected (Adults and Young People)	
Date and time from	
Date and time to	

Raywell Park Scout Activity Centre - Activity Booking Form

ACTIVITIES PROVISIONAL BOOKING FORM SUBJECT TO AVAILABILITY OF INSTRUCTORS

The prices below include the use of the activity equipment for the duration specified.

Where Raywell Park is requested to provide a qualified instructor, this will be to National Scouting requirements.

Users should ensure that these qualifications meet their requirements before taking part in any activity.

Users bringing their own instructor must advise us of the names of these instructors on the booking form and ensure that their permits are available for inspection on arrival.

<u>Activity</u>	<u>Session Length</u>	<u>Dates</u>	<u>Session time(s) required</u>	<u>Ages</u>	<u>With Instructor</u>	<u>Without Instructor</u>
Air Rifles (max 15 per hour) includes 200 shots / 20 targets	Minimum 2 hours				£27.00 per hr	£17.00 per hr
Archery (max 10 per hour)	Minimum 2 hours				£27.00 per hr	£17.00 per hr
Climbing Wall (max 8 per hour)	Minimum 2 hours				£27.00 per hr	£17.00 per hr
Grass Sledges	Per day				N/A	£31.50
Pedal Cars	Per day				N/A	£31.50
Games store	Per day				N/A	£5.75
Gas BBQ (including Gas)	Per day				N/A	£20.50

Please note Air Rifle participants under the age of 18 years must have parental consent form. The use of humanoid or animal shapes is not permitted. In the interest of safety the Archery Leader will ask if participants have any form of body piercing.

All activities are subject to suitable lighting and/or weather conditions.

Organisation/Group.....

Total in Group.....(The Instructor reserves the right to refuse (groups over the recommended numbers above).

Contact Name

Address.....

.....Post Code

Telephone Number Mobile

Signed Date

We reserve the right to cancel sessions due to adverse weather, unavailability of instructors, late bookings or any circumstances beyond our control.

Raywell Park Activity Centre Deposit/Payment Form

- If you are booking more than 14 days in advance a 25% deposit is payable with your booking form.
- The balance is required in full 14 days prior to the date of arrival.
- If your booking is less than 14 days before your event, then the full amount is due immediately.

Please make cheques payable to **Humberside Scout Council:**

Organisation/Group.....

Contact Name

Address.....

.....Post Code

Telephone Number Mobile

Please make cheques payable to HUMBERSIDE SCOUT COUNCIL

Signed Date

Please return the completed form and Deposit/Total Sum* in a minimum of FOUR WEEKS prior to the date required to allow processing of the application.

*Delete as applicable

Camping	
Buildings	
Activities	
Total due	

Cancellation Policy

Cancellations made with less than 28 days notice

Full payment is required

Cancellations made with greater than 28 days notice

At our discretion the non-refundable deposit may be carried forward to a future booking occurring within 6 months,

IF YOU WISH TO SEND AN ADVANCE PARTY, PLEASE ADVISE THE DATE/TIME THAT THEY WISH TO ARRIVE BELOW. We will try to accommodate your wish wherever possible

Please return this form to:

Bookings, Humberside Scout Council, Raywell Park Activity Centre, Riplingham Road, Raywell, East Yorkshire, HU16 5YL.