

Earleywood Scout Centre



INFORMATION AND CONDITIONS OF USE

Booking and payment

Bookings should be made using the [on-line booking form](#) available here. For those without an e-mail connection please contact the Booking Secretary.

All bookings including telephone and other verbal bookings will be held provisionally for 10 days. If the deposit is not forthcoming within that time the facility will become available for other bookings.

The Person-in-charge is responsible for high standards of conduct, compliance with these Conditions of Use and for operating good camping standards in accordance with the Policy Organisation and Rules of the Scout Association (POR).

A non-returnable deposit of £15.00 or 10% of the estimated charges is required with each booking and the balance must be paid within fourteen days of the activity/Meeting.

Parking

Vehicles - must be kept in appropriate car parks and must on no condition be taken beyond the car park barrier, without the permission of the Site Warden. Please do not block the pathway to the right of the climbing wall in case it is necessary to get an emergency vehicle onto the camping area.

Trolleys are available for moving your kit the short distance from the car park to your camping area.

Vehicles and contents are left at the site entirely at owners risk.

Earleywood Scout Centre, Bagshot Road, Sunninghill, Ascot, Berkshire SL5 9JP
Website: <http://www.southberksscouts.org/ew/index.html>

Managed by the Earleywood Management Committee (EMC) on behalf of the Scout Districts of South and South East Berkshire

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Camping and day (external) activities

Whenever possible the Warden or a member of the site service team will meet you on arrival and inspect your site before departure. If this is not possible the site (and building as booked) will have been opened up in advance of your arrival, or be inspected after your departure (in which case any deficiencies will be advised to you and you may be charged for any corrective actions found necessary).

Booked and allocated camping/activity sites are for exclusive use. Please respect camping/activity Sites booked and being used by others.

Metered mains water supply. A water point is positioned opposite the camp fire circle please ensure taps are fully turned off when not in use. Do not use stand pipe areas for washing or for washing up.

Camp fire circle. Chapel and Arena - can be booked for a specific short-term period (request to Warden). These facilities are available for appropriate use if not pre-booked by others. No one group has sole right to these facilities.

Firewood – There is a woodpile on site to which all unused wood should be returned at the end of your camp. **DO NOT LEAVE UNUSED FIREWOOD NEAR YOUR VACATED SITE**, as this forms an eyesore and hazard on the site. No trees or tree branches may be cut or felled without the express permission of the site Warden or team member. The woodpile should only be accessed by young people under adult supervision. All persons going into the wood pile must wear strong boots. Wood is a limited resource on site so please only use what you need and don't waste it. We do not guarantee a constant source for cooking. There is a lot of wood laying around on the ground particularly in the area between the car parks and the front boundary and in the area near the camping toilet block and this wood is better for cooking than the pallets on the wood pile.

Fires – You are welcome to use fires to cook on but you must NOT dig out new fireplaces in the ground. Wherever possible we recommend the use of altar fires.

Wildlife – we are blessed with a variety of wildlife on site. Please do not feed them or leave slop buckets/rubbish bags out as this encourages them to nose around your site looking for an easy meal. We suggest all food is kept in plastic containers and inside a store tent.

Pits – You must not dig pits of any kind on the site. This includes fireplaces, wet pits, rubbish pits etc. Instead of a wet pit, we suggest you use a plastic sack with holes punched into it, held up on a simple frame.

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Pets – No pets of any kind are allowed on the site. If anyone needs to bring a Guide or other working dog onto the site please advise the booking secretary in advance.

Arena - must not be used for camping.

Equipment - (e.g.: pioneer poles) must be returned in good condition to the appropriate store.

Environment - all aspects of the environment should be highly respected. Please preserve all trees, shrubs, plants and the land in general. Remember that cans, ring-pulls, glass, plastic bags and sheets etc. are harmful to wildlife.

Rubbish - due to the fact that we do not have a local authority rubbish collection, all rubbish must be taken away from the site at the end of the camp or activity.

Toilets – Please keep these clean and tidy. If there are several groups on site please organise a rota between each group to inspect and clean them at appropriate periods and to ensure they are left in a reasonable state at the end of the camp.

Buildings

Please make sure that the building is clean and secure at the end of the booking in accordance with the check list annexed to these conditions and also shown in the buildings.

Scout Centre – All plates, bowls, cutlery and cooking pans and implements are provided.

Rowney Building – This building has no cooking pans, or other catering implements and you will need to bring whatever you require.

Noise

Earleywood Camp Site lies in a residential setting and consideration must be given to our **neighbours**.

The site must be quiet between the hours of 22.30 and 08.00 hours.

Any activity (social or otherwise) requiring amplification equipment requires written permission from the EMC. At least one month notice must be given for such a request.

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Fireworks will not be permitted without the express permission of the EMC.

General

Telephone - A telephone is available for emergency use and a key for access will be available to the Person-in-charge.

Hospital - there is a minor injury unit available at Heatherwood Hospital, Ascot. For more serious accidents the nearest facility is either Frimley Park Hospital or St Peters, Chertsey.

Accidents – Details of all accidents involving injury to persons or damage to property should be reported to a member of the team if they are on site or to the booking secretary as soon as possible after arriving home (preferably by e-mail otherwise by telephone).

Alcohol - there is no licence for sale of alcohol (by any means) and the laws applying to the consumption of alcohol must be strictly applied. The EMC reserve the right to exclude any group from the site for circumstances arising out of alcohol abuse.

Boundaries – Please respect the privacy of our neighbours by not crossing the boundaries which are marked by the drainage ditches on either side and at the bottom of the site. **Do not** block or dam the drainage ditches which are vital in preventing flooding for both ourselves and our neighbours.

Fees

All fees are specified in a separate leaflet. The EMC reserve the right to make extra charges against the Person-in-charge for damage or work arising from the misuse of the site and/or its facilities.

Nights Away

In making this booking the organiser (If a member of the Scout Association) confirms that the [Scout Association Nights Away](#) procedures have been/will be applied to the camp. The Nights Away Permit must be produced to the Site or Duty Warden on request.

As this is a Scout Site it is not necessary for Scout groups planning to camp or stay overnight to notify the local District Commissioner if they are based outside South / South East Berkshire Districts.

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CHECKLIST FOR SITE DEPARTURE

Buildings

Scout Centre kitchen:

- All pots, trays, pans, plates, cutlery etc. washed, dried and returned to their rightful storage place
- All work top surfaces thoroughly cleaned
- Cooker hob and oven thoroughly cleaned
- Fridge and freezer emptied of all food and washed down.
- Fridge/freezer turned off at mains and doors left slightly ajar
- Floor swept and washed.
- All rubbish bagged and removed from site
- The Water Heater switch turned off (situated in the main hall near the camp office door)

Scout Centre toilets:

- check all toilets flushed
- Check all showers are turned off
- Clean washbasins and surround
- Wash floors

Scout Centre Main Hall and side rooms:

- Return all tables to storage area and stack chairs
- Put all other items back where you found them
- Check all instant heaters are turned off (please do not touch night storage heaters)
- Check all windows are closed
- Vacuum floors

Rowney Building kitchen:

- All work top surfaces thoroughly cleaned
- Cooker hob and oven thoroughly cleaned
- Fridge and freezer emptied of all food and washed down.
- Fridge/freezer turned off at mains and doors left slightly ajar
- Floor swept and washed.
- All rubbish bagged and removed from site

Rowney Building Hall & Corridor

- Put all furniture and other items back where you found them Sweep floors/wash if necessary

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Camping Areas

- burn all burnable waste and litter
- conduct a full litter sweep of your site and any other area you have used and surrounding areas
- bag all non-burnable items and remove from site
- all unused wood returned to woodpile
- fire ashes well watered and stirred to ensure they are properly extinguished
- using a spade scatter ashes under trees & shrubs away from direct camping areas

Outside Toilet Block

- check all toilets flushed
- clear toilet paper from floors
- clean basins
- Sweep/mop floors as necessary
- Ensure taps and lights are turned off

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