



Campsite Booking Form

Full name of organisation:

Scout District/County (if applicable):

Person responsible for booking:

Position in Scouting (if applicable):

Contact telephone: Landline Mobile

Email address:

Postal address:

..... Post Code

Name of nights away permit holder (if applicable):

NA permit held (if applicable):

Dates required: From To

Estimated time of arrival:

Estimated time of departure:

Please indicate accommodation requested:

Martin Lodge (*deposit £50*) YES NO Camping Field (*deposit £20*) YES NO

Approximately the numbers of campers:

Approximately the numbers of day visitors @ £1 per day and payable on the day:

Signed by:

Date:



Campsite Payment

Please send payment – note we only accept cheques thanks – to:

Ann Chapman, Campsite Manager, 33 Sunningdale Ave, Radcliffe, Manchester, M26 3NJ

All cheques should be made payable to [Giant's Seat Scout and Community Campsite](#).

After your cheque is received together with your signed Campsite Terms and Conditions you will be sent confirmation of your booking either by email or in writing

Please be aware that deposits are not refundable if your group fails to turn up.

Cleaning Charges

Please accept that it is unfair to leave unpaid volunteers to clear up your mess, should our facilities both at Martin Lodge and the Campsite toilets and shower block, not be clean after your visit, you will be additionally charged at the current cleaning rate shown in our brochure.

Risk Assessments

If you are a scouting group using our facilities, please note that it is your responsibility to make sure that you have all necessary Risk Assessments completed in advance for your planned activities on site, to help guide you further please make sure that you read [pages 6 to 7](#) of this document.

Terms and Conditions

I have read and agreed to the following Terms & Conditions stated within this document.

Signature:

Print name:

For and on behalf of (Group/ Organisation Name):

Dated on:



Giants Seat Scout & Community Campsite Terms and Conditions

1. Definitions

- 1.1. "Campsite" means Giant's Seat Scout & Community Campsite;
- 1.2. "Event" means the event which is the subject of the Campsite Terms and Conditions;
- 1.3. "Client" means the legal or natural person primarily responsible for the submission to campsite of the Campsite Terms and Conditions;
- 1.4. "Campsite Terms and Conditions" means the form submitted to Giant's Seat Scout & Community Campsite containing details, dates and times of the proposed activities or event at the campsite for which Giant's Seat Scout & Community Campsite permission is sought and to which Giant's Seat Scout & Community Campsite has agreed to;
- 1.5. "Fee" means a fee to be agreed in writing between Giant's Seat Scout & Community Campsite and the Client and to be paid by the Client to Giant's Seat Scout & Community Campsite as consideration for permission to hold the Event at the Campsite;
- 1.6. "Camping Field" means the field and surrounding woodlands;
- 1.7. "Martin Lodge" means the building close to the car park including all contents and furniture;
- 1.8. "Guests" means all persons attending the Event at the Campsite, whether or not with the express permission of the Client, including any employees, sub-contractors and/or agents of the Client;
- 1.9. "Campsite Manager" means the person that Giant's Seat Scout & Community Campsite designated to manage and supervise the campsite;

2. Booking Procedure and Payment

- 2.1. No booking will be deemed confirmed until Giant's Seat Scout & Community Campsite has received:
 - 2.1.1. A completed and signed Campsite Terms and Conditions from the Client.
 - 2.1.2. A signed copy of the Giant's Seat Scout & Community Campsite Conditions of Hire, acknowledging that the Client has accepted all conditions.
 - 2.1.3. The agreed deposit has been received by the Campsite Manager.
- 2.2. Unless otherwise agreed by the campsite manager, the balance of all fees due must be paid one month prior to the commencement of the Event.
- 2.3. If a booking is accepted less than one month prior to the Event Date, all fees including deposits are payable immediately on booking.
- 2.4. Payments are to be made by cheque payable to Giant's Seat Scout & Community Campsite and sent to the Campsite Manager unless otherwise agreed.
- 2.5. Deposits paid are not refundable in the following circumstances:
 - 2.5.1. Cancellation of the Event by the Client
 - 2.5.2. The Toilet Block, and where hired Martin Lodge, not being left in a clean and tidy state, please note that additional charges payable by the Client will also apply in such cases.
 - 2.5.3. To cover the cost of any damage caused by the Client or those involved in the Event. The Client agrees to pay any such costs in excess of the deposit.



Giant's Seat Scout and Community Camp Site



Off Ringley Road West
Outwood, Radcliffe
Manchester
M26 1DY

www.giantsseat.org.uk

3. Campsite Access

3.1. All areas within the campsite to which the Client has been granted access, including agreed access times, are detailed on the Campsite Terms and Conditions.

3.2. The Client must arrive and vacate by the agreed time, as stated on the Campsite Terms and Conditions. Failure to adhere to the agreed times may incur additional charges. In the event of unauthorised overrunning (after initial verbal warning from Campsite Manager) the campsite withholds the right to interrupt the Event, cut the power supply and exclude hire and third parties from the campsite with or without the assistance of security. If this occurs Giant's Seat Scout & Community Campsite will charge additional charges to the Client accordingly.

4. Client's Responsibility

4.1. The Client will be held responsible and liable and must indemnify Giant's Seat Scout & Community Campsite in respect of any damage, theft and loss caused to the campsite and its contents by the Client, its employees, its contactors or by any other person on the premises by reason of the purposes of the Event howsoever and by whomsoever caused. The Client's responsibility does not extend to members of The Scout Association or to contractors who may be appointed by Giant's Seat Scout & Community Campsite to assist at the Event.

4.2. The Client will be held responsible on completion of the event for the cleaning of the toilet block and all rubbish burned or removed from campsite. Failure will forfeit return of the security deposit.

4.3. If the Martin Lodge is subject of the Campsite Terms and Conditions it must be cleaned and left in a tidy condition at the end of the event. Failure to leave the Martin Lodge clean and tidy will forfeit return of the security deposit.

4.4. **Under no circumstances are animals allowed onto the campsite except for guide dogs.**

4.5. **Giant's Seat Scout & Community Campsite DO NOT have a licence to show films etc. from DVD's or computers. Any Group wanting to show films etc. from DVD's or computers MUST obtain their own licence and make a copy available for inspection.**

4.6. Any event which requires a TEN form (temporary events notification) must be approved by Giant's Seat Scout & Community Campsite before sending to Bolton Council for consideration.



5. Liability and Indemnity

5.1. To the fullest extent permitted by law, Giant's Seat Scout & Community Campsite shall not be liable for, any loss or damage to property of the Client or their Guests or any inconvenience or loss caused to any party as a result of cancellation or termination under this agreement.

The Clients indemnifies and holds harmless Giant's Seat Scout & Community Campsite against loss or threatened loss or expense by reason of the liability or potential liability of Giant's Seat Scout & Community Campsite for or arising out of any claims or damage in connection with this booking.

5.2. Appropriate insurance cover should be obtained by the Client to indemnify the campsite against claims, which may be made against it in respect of loss, or damage that the campsite may suffer. Such insurance should also cover the risk of bodily injury or death to the Client, Guests, their servants, contractors, agents or licensees and members of the group or any third parties.

5.3. The Client will conduct risk assessments in respect of their event and will provide to Giant's Seat Scout & Community Campsite, on request, full details of these risk assessments. A risk assessment template can be emailed to you on request.

5.4. If insurance is deemed necessary, the Client will provide to Giant's Seat Scout & Community Campsite on request full details of any insurance obtained.

5.5. The Client and their guests are responsible for any wilful or negligent loss and/or damage to campsite furniture and equipment. Any costs of making good any damage will be charged to client.

5.6. Any losses incurred due property found to be missing or damaged will be charged to the client and/or recovered from the security deposit.

5.7. Any costs incurred by Giants Seat Scout & Community Campsite due to failure by the Client to adhere to the Terms and Conditions of Campsite Terms and Conditions will be deducted from the Security Deposit.

5.8. Furniture & equipment including cutlery, crockery, & glassware has been inventoried and may not be transferred between areas without agreement of Giant's Seat Scout & Community Campsite.

5.9. Rules, regulations, technical advice or other requests reasonable made during the running of an event by the Campsite Manager should be adhered to.

THESE TERMS AND CONDITIONS CANNOT BE MODIFIED IN ANY MANNER WITHOUT THE PRIOR APPROVAL OF GIANT SEAT SCOUT & COMMUNITY CAMPSITE



Risk Assessments

Completing a Risk Assessment (RA) reduces the chance of having an incident, and is a simple straight-forward process. It is important that the person responsible for the activity undertakes the RA with those involved, as it is the process of thinking through what might happen, and the consequences should anything go wrong, then making plans to deal with the situation which increases safety.

The RA is a careful examination of what could cause harm to people taking part in an activity and helps you to decide whether you have taken sufficient precautions or should do more to prevent harm. Scouting recommend a simple five step approach which can be summarised as:

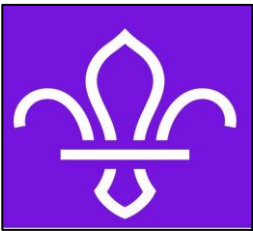
- a) Look for hazards. 'Hazard' means anything that can cause harm. Look at all your activities, including non-routine tasks. Look at what actually happens rather than what should happen.
- b) Decide who might be harmed and how. For example, there are young people, voluntary leaders, members of the public. Think about how people may be at risk - does their role involve manual handling, visiting people in their homes, working with the public?
- c) For each hazard evaluate the chance, big or small, of harm actually being done and decide whether existing precautions are adequate or more should be done. For example, for each hazard consider what would be the worst result? Would it be a broken finger, or someone being killed? How likely is it to happen? If you consider more needs to be done to control the risk, ask yourself if you can avoid the hazard by doing the activity in a different way. If not, you need to think about controlling the hazard more effectively. For example:
 - Choose the most important thing to tackle first.
 - Work with the participants and other leaders to solve problems and agree precautions.

Remember, even after all precautions have been taken, some risk will often remain. The important things you need to decide are whether the hazard is significant, and whether you have controlled it by satisfactory precautions so that the risk is as small as possible.

- d) Record your findings of your RA (e.g. the main risks and the measures you have taken to deal with them) and keep them, but make sure the records are easily accessible. Remember that you only need to record your significant findings. These would include the hazards, existing control measures (precautions, rules, systems, training etc.) and the people who may be affected.
- e) Review your RA from time to time, remember that things change; you might visit a new area or undertake a different activity. Rules get broken and people don't always do as they've been told. The only way to find out about changes like these is by checking. Don't wait until things have gone wrong. Check that the hazards are the same and that the precautions are adequate.

You can do the RA yourself or you could ask a responsible person to help you, however remember the person in charge of the activity is responsible for seeing that this is done and is adequate. It should not be over complicated and in most activities the potential problems or hazards are few and can be dealt with by simple measures. Checking them is common sense, but necessary.

Please NOTE that that this site is some distance away from hospitals and getting an ambulance to locate the site may be difficult, so consider this in your RA and keep location details to hand, and finally all accidents should be recorded in the accident book and reported to the campsite manager before leaving.



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GSSCC Risk Assessment Form

Date:
Accessed by:
Task Activity:
Review Date:

HAZARD	RISK	PEOPLE AFFECTED	CONTROL MEASURES

Signature:

Please note that more than one sheet may be required.