

## Shepherd Park Scout Activity Centre – Terms and conditions of booking

*Version 1.2 – effective for all new bookings from 1<sup>st</sup> September 2023*

1. Shepherd Park Scout Activity Centre is referred to in this document as Shepherd Park. A 'Booking' refers to a request by a group or individual to hire the campsite, hall or activity facilities at Shepherd Park. The 'Group Leader' refers to the individual with whom Shepherd Park deals with in relation to a booking. Shepherd Park will regard the Group Leader as having final responsibility for all matters relating to a booking, including payment of fees.
2. Enquiries to book the site must be made via the Shepherd Park bookings coordinator using the website contact form or email to [shepherd.park@favershamscouts.org.uk](mailto:shepherd.park@favershamscouts.org.uk). The bookings coordinator will confirm the availability of the site, then a booking form will be issued, numbers using the site must be stated at time of booking, and a 25% deposit must be paid based on this. No booking is confirmed until the booking form and appropriate booking deposit has been received. If more people use the site than originally booked for the Group Leader must inform Shepherd Park and they will be invoiced appropriately. A booking for a camp, day visit and/or activity at Shepherd Park can be reserved for 14 days from the date of initial enquiry to form/payment being received.
3. All bookings must be made a minimum of 7 days in advance.
4. All booking deposits are non-refundable.
5. An invoice is issued after the booking and payment must be made within 14 days.
6. Late payment will incur a charge of £15.00 plus interest at the rate of 5% per week or part thereof.
7. Cancellations must be made in writing to the Shepherd Park bookings coordinator. In the event of a booking being cancelled, the following charges will apply (The full booking cost will be calculated from the information provided on your booking form):
  - a. 60 days or less before booking start date or in the event of not showing up for your booking - 100% of full Booking Fee
  - b. More than 60 days before booking start date - Forfeit of initial deposit
8. The camp fee is payable for both young people and adults attending, excluding Faversham District Groups where adults need not pay on camps attended by young people.
9. All cheques must be made payable to 'Shepherd Park Activity Centre'.
10. Shepherd Park reserves the right to cancel, alter, or delay any camp, course, accommodation or activity where forced to do so by circumstances beyond our control, such as serious illness, severe weather or any other circumstances which would subject Shepherd Park or any of its volunteers or any of its participants to danger.

11. Shepherd Park reserves the right to send away from a camp or activity, any person who in their judgment 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.
12. Participants must be physically fit to take part in camps and activities at Shepherd Park and free from any illness or conditions that may render the camp or activity hazardous. Some activities may require the wearing of safety equipment. Where such equipment is specified by Shepherd Park, participants must wear it at all times during the activity.
13. Some activities are potentially dangerous if not skilfully managed. Safety must therefore be paramount and all participants must accept that the decision of the activity instructor is final. Shepherd Park will accept no liability for problems arising from failure to accept and/or respond to the authority and instructions of the instructor.
14. Any and all photographs, videos, or other recorded media may be used by Shepherd Park for marketing or advertising purposes without any payment or compensation being offered and without any request being made to the featured parties.
15. It is the responsibility of the Group Leader to ensure that all areas (including buildings and campsites) used by their group are left in a clean and tidy condition at the end of a booking. We reserve the right to charge groups who damage equipment or buildings, or who fail to leave the building or site in a reasonable condition. Groups will be charged an extra £75 cleaning fee if the building is left in an unsatisfactory condition.
16. Any adult (18 or over) who is staying on the campsite overnight must hold a valid DBS check from the organisation they are representing. All users must follow the Scout Association's Child Protection Policy "Young People First" at all times, regardless of the organization they are representing.
17. Responsibility for the supervision, behavior and welfare of the group remains with the 'responsible adult' (camp leader) as notified on the booking form.
18. All information given in any literature produced by or on behalf of Shepherd Park is correct at the time of going to press. It is given in good faith and intended as a guide to accommodation, camping and activity facilities available and may be altered without notice to suit differing seasonal or other conditions.
19. If you have any complaint during your booking please notify a member of the Shepherd Park team. We will do our utmost to find a speedy and satisfactory solution.
20. Shepherd Park is covered by all necessary insurances.