**Keswick Campsite**

**Booking Information: January 2025**

Keswick Campsite is a traditional Campsite, set in beautiful woodland, south-west of Norwich. It comprises a large field with plenty of room for camping and activities, a woodland area, a large brick and block hut, a choice of 2 campfire areas, one within the woods, one on the field, altar fires for cooking, a large dry store and a WC / shower block, with separate disabled WC.

Keswick Campsite is available to hire to Guide and Scout groups for evening, days, weekends and longer camps. It is also available for groups outside of Guiding and Scouting who will need to provide their own liability insurance cover.

First Aid equipment will be the responsibility of the hirer, as will the provision of hand drying equipment.

Within the dry store there is a well stocked equipment store, with camping equipment available for use, at no extra charge, except a returnable deposit, see below. A higher charge will apply if tents are used. The new brick and block “Hut” includes a fully equipped kitchen and disabled wet room with toilet. The insulated and heated main hall offers a space for indoor activities and sleepovers including Go Pac tables and benches and games equipment. Camp beds are also available. We also have a microphone available to assist hearing aid users. Please request information on how to use this ahead of your booking date.

To check availability, in the first instance, please email: keswick@girlguidingnorfolk.org.uk. On receipt of your enquiry a booking form will be emailed to you, to complete and send back with your deposit /payment.

Also, please visit our Facebook page at www.facebook.com/keswickcampsitenorwich. Although relatively new, we are trying to keep the site up to date with photos, information and availability.

We have a **returnable booking fee for equipment of £50 for camps and £30 for day/evening bookings** to be paid with your deposit. We will need a cheque dated for the booking date and it will be returned to you when your hostess has let us know that the equipment and facilities were left in good order. Alternatively the returnable fee can be paid via bank transfer and refunded into your bank account after inspection.

**Please ensure that you advise all those who will be driving to the campsite that if the gate is closed, they may open it and drive directly onto the campsite, parking to the right, near the hedge on either side of the pine tree. In wet weather do not drive uphill of the Hut. Please drive carefully and be considerate to our neighbours on the shared drive.**

Car parking for Keswick Campsite.

1.      Park onsite approaching via drive shared with Keswick Cottage. Please drive carefully and respect our neighbours.

2.      Park on Low Road between Reading Room and Fir Hill on the Reading Room side where there is a pavement. Take care crossing the road and walk up the shared drive to the campsite.

3.      Contact **keswickreadingroom@gmail.com**to check availability and book date and time to use the Reading Room Car Park at their usual hire rate. Take care crossing the road and walk up the shared drive to the campsite.

**Please ensure you clear all ash from the fireplaces, leave the campfire sites usable, clean the WC block, leaving the mops and brushes clean and hanging on the hooks provided, leave equipment clean and in its proper place, and sweep the hut, taking all rubbish with you before leaving. Please let your hostess know if the ash hasn’t sufficiently cooled or if you have a wet strike when using our tents to discuss arrangements.**

2025 Charges

**Daytime only bookings:**

£2.50 per person per day plus £7 electricity charge for use of Hut kitchen.

Plus £30 returnable equipment deposit.

**Half daytime only bookings:**

£1.50 per person per half day (up to 4 hours)

Plus £5 electricity charge for use of Hut kitchen.

Plus £30 returnable equipment deposit.

**Weekday Evening only bookings:**

£12.00 per evening for site, WC block and dry store,

£15 per evening for site, WC block, dry store, Hut and kitchen.

Plus £30 returnable equipment deposit.

**Overnight camp bookings:**

£5 per person per night, for use of everything on site except our tents and Hut kitchen.

£6 per person per night if our tents are used.

Plus £7 per day electricity charge if Hut kitchen used.

(Includes arrival and leaving day – a weekend would be £21).

Plus £50 returnable equipment deposit.

 **Terms and Conditions**

**Bookings:**

1. Provisional bookings made with the Booking Secretary by email will be retained for up to 28 days.
2. A Booking Form is required together with the appropriate deposit to secure the booking dates. A confirmation email will be sent. Please send a stamped addressed envelope if you are not able to receive emails. A separate cheque, dated with the booking date, for £50 if camping, or £30 if a day or evening let should be sent with your booking which will be returned to you if the site is left in good condition. If this has been paid online it will be returned to your bank account after the inspection. Cheques to be made payable to Keswick Campsite Norwich or bank transfer to 77-66-14 Account number 19295260.
3. Final payment must be made 2 weeks prior to your visit.
4. Unless otherwise arranged, you will be met on your arrival by a Hostess. Details of the hostess will be advised just before your booking. Please liaise directly with the Hostess to confirm arrival & departure times.
5. All queries, complaints, comments should be referred to the hostess in the first instance, and/or emailed to keswick@girlguidingnorfolk.org.uk for the attention of the committee.

**Use of Premises:**

1. Please ensure that all boundaries are clearly understood and respected by all visitors as per the notices and map attached, and on the noticeboard inside the Hut. This is a matter of security and safety and we would appreciate your co-operation. There is no public right of way through the woods, however the wood owners have access via the campsite.
2. It is your responsibility to ensure that all users stay within the boundaries shown. Within these areas the trees are maintained and managed. Outside these areas, they are not.
3. Wooding for campfires is permitted within the boundaries shown on the map. There is also wood for fires located within the trees at the west end of the site.
4. Access to the woods and campfire beyond the fence is not permitted after 30th September and before 1st February each year.
5. Please consider the neighbours when planning the times of programme activities especially early morning and late at night. Also be considerate to our neighbours when using the shared access road by giving way and keeping speed down.
6. There is a full range of equipment available for your use, located within the dry store for camps and also in the Hut and kitchen for other lets. Please ensure that all equipment is returned after use, and in **good clean condition**. All breakages and damage are the responsibility of the hirer, and should be reported back to the hostess at the end of the camp, and detailed in Users’ Manual.
7. Be aware of and implement the Health and Safety instructions and emergency procedures for the duration of the visit.
8. **Checklist:** On departure it is the responsibility of the hirer to:
	* + Shut and lock all windows and doors.
		+ Turn off all lights and taps, take handle off the standpipe, place in Hut keysafe
		+ Leave all furniture and equipment in place where found on arrival.
		+ Handover/Return keys as arranged with the Hostess.
		+ Clean Hut, dry store and WC/shower block thoroughly before leaving.
		+ Ensure altar fireplaces are cleaned and ash put in ash pit behind the wood shed.
		+ Remove and take away all rubbish from site.

**Insurance:**

Public Liability insurance covers those people who work in and around Keswick

Campsite Norwich, and will extend to any injury or loss proven to be caused by

neglect of the Owner. However we remind all groups that they need their own

Public Liability and Personal Accident insurance to cover unavoidable accidents

during their stay. All Guide and Scout groups have this through their respective

Associations, and schools through the LEA.

**Boundaries:**



The field is outlined in **Black**, and can be used all year round.

The area outlined in **Green** is the campfire circle area, which can only be used between

1st February and 30th September, each year. Please speak to us about getting permission from the owners of the wood to bivouac between 1st February and 31st August, each year.