



## Keswick Campsite, Norwich

### 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.
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 follow your booking confirmation. 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](mailto:keswick@girlguidingnorfolk.org.uk) for the attention of the committee.

**Cheques to be made payable to Keswick Campsite Norwich or bank transfer to 77-66-14 Account number 19295260.**

#### 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.
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.
6. There is a full range of equipment available for your use, located within the dry store and also in the hut, kitchen and loft storage area. 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, lock the outside water tap.
- Leave all furniture and equipment in place where found on arrival.
- Handover/Return keys as arranged with the Hostess.
- Clean hut and WC/shower block thoroughly before leaving.
- Ensure altar fireplaces are cleaned, ash put in ash pit behind the wood shed, and the bases are lifted out and left leaning against the frames.
- 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

1<sup>st</sup> February and 30<sup>th</sup> September, each year. Please speak to us about getting permission from the owners of the wood to bivouac.