

# The Christian Adventure Centre, Viney Hill

## Terms and Conditions

### 1. Provisional Bookings

A provisional booking will be reserved on our system for 14 days pending receipt of your deposit payment. If we do not receive your deposit by then we will assume your provisional booking is no longer required and the dates will be released for others to book. For provisional bookings that are still over a year away the deposit will be requested once the booking is within a year of your requested dates.

### 2. Confirmed Bookings

Your booking is only confirmed once we have received your deposit payment and sent a confirmation email. By paying your deposit you are entering into a contract with us and this is deemed to be an acceptance of our quotation and the booking terms and conditions as stated here. Please note that deposits are non refundable and non transferrable.

### 3. Payment dates

Your final balance is due to be paid no later than 1 month before your visit. If your payment is not received by then, we reserve the right to cancel your booking, cancellation charges will be applied.

### 4. Final numbers deadline

Final numbers must be confirmed no later than 2 months before your visit date. If we do not receive any updates from you before then we will assume the final numbers are the same as originally booked and this is what you will be charged for. Cancellation charges will apply for any reduction in numbers after this deadline.

### 5. Changes to your booking

Deposits are non-refundable and non-transferrable.

We are flexible about updates to your booking such as changes to numbers, types of activities and catering arrangements up to 2 months before your visit. Up to this point your deposit payment will be allocated against the cost of the whole booking but after this date cancellation charges will apply for reductions in numbers or activities as follows:-

#### CHANGES TO BOOKING CANCELLATION CHARGES

Reduction in numbers or cancelled activity sessions 1-2 months before your visit: you will be liable for 50% of the 'per head' cost

Reduction in numbers or cancelled activity sessions less than 1 month before your visit: you will be liable for 100% of the 'per head' cost

To avoid incurring financial losses due to unexpected circumstances we recommend that all groups take out cancellation insurance.

### 6. Whole booking cancellation

Cancellation of your whole booking must be emailed or in writing. The cancellation date is the date we receive your communication in writing.

#### WHOLE BOOKING CANCELLATION CHARGES

Deposit payments are non-refundable and non-transferrable

Within 2 months of arrival: you are liable for 50% of booking value

Within 1 month of arrival: you are liable for 100% of booking value

To avoid incurring financial losses due to unexpected circumstances we recommend that all groups take out cancellation insurance.

### 7. Cancellation by the Centre

If The Christian Adventure Centre has to cancel your booking due to exceptional circumstances you will be offered either a full refund of any payments made, or a postponement option if you prefer (subject to availability). Our liability does not extend beyond this.

### 8. Catering

Groups are assumed to be self-catering unless catering has been specifically requested and booked. Groups that require catering should check this has been added to their booking and submit a catering form and dietary requirements with their final numbers no later than 1 month before their visit date.

### 9. Activities & Package Deals

Package Deals: If you have chosen a package deal this will include a varied activity programme that is chosen by us. The package deal is not designed to cater for requests for specific activities because, to keep prices as low as possible, we utilise existing staff availability and provide mostly onsite activities.

Bespoke Bookings: If you have chosen a bespoke booking we require your choice of activities and preferred days/times within 14 days of your booking to enable our small staff team to fully resource your requirements.

Occasionally activities need to be changed due to bad weather or circumstances beyond our control. If for any reason we cannot offer one or more of the activities you requested we will do our best to arrange an alternative activity that you are happy with or offer a refund.

### 10. Activities Health & Safety

Stringent safety regulations and guidelines from the relevant national governing bodies regulate the activities we offer. Risk assessments and accreditations can be downloaded from our website. There is a strict ratio of 10 participants per instructor for offsite activities and there must be one adult supervisor for each activity group who is responsible for supervising the behaviour and individual needs of the participants.

### 11. Medical Disclosures

Everyone participating in an activity must complete and submit a hard copy of our Consent and Medical Form upon arrival. Instructors are used to accommodating common conditions so there is no need to send these in advance unless there is a particular concern that needs additional resourcing or specialised care. The group leader must also provide a summary Cover Sheet highlighting all relevant disclosures to assist the instructors accessing information quickly and easily. All these forms will be provided for you to complete. Activities cannot be undertaken if the medical and consent forms are not available.

### 12. Surcharges

As we are primarily an Outdoor Activity Centre and employ activity instructors, a surcharge may be applied if you do **not** book any activities as we still have to cover our staff costs.

The minimum requirements are as follows:-

1 night stay: Minimum 1 activity session per person

2 night stay: Minimum 2 activity sessions per person

3 or 4 night stay: Minimum 3 activity sessions per person

### 13. Arrival & Departure times

Day Visits: Arrive from 9am | Depart by 4.30pm

Weekday residentials: Arrive 11-12pm | Vacate rooms by 9.30am

Weekend residentials: Arrive 4-5pm Fri | Depart by 2pm

#### 14. Late Check-in

Weekend arrivals after 5pm will be charged a late check-in charge due to the need to pay staff overtime to stay on site to greet you. We cannot check in any arrivals after 8pm

#### 15. Minimum Charges

To make it financially viable for smaller groups to visit the Centre we have a minimum numbers policy as follows:

Staying in The Old Vicarage: 15 paying guests per night  
Staying on the Cross Meadow campsite: 15 paying guests per night  
Staying in the Orchard Wild Camp: no minimum

If you wish to book both the Old Vicarage and the Cross-Meadow campsite together during the high season (April to October), we have a minimum charge for 55 paying guests per night, of which at least 25 will be at The Old Vicarage prices.

Outside the camping season (November to March you may book the Cross Meadow building and camping field in addition to your accommodation at the Old Vicarage, at the rates advertised.

#### 16. Day Visitors

Day visitors are welcome by arrangement and will be charged at the rate specified in our price list.

#### 17. Noise

Please respect our neighbours and avoid all unnecessary noise. Activities should be peaceful by 9.30pm and we have a no noise policy from 10pm - 8am. A fee of £60 will be payable if we receive a complaint from a neighbour or have to call out a member of staff.

#### 18. Equipment

Please report and be prepared to pay for any equipment lost, broken, stolen or damaged, substitutes cannot be accepted.

#### 19. Campfires

A campfire is permitted within the guidelines advised by the Centre and our instructors. Group leaders are responsible for their own group Risk Assessment and the control of these risks for campfire activities.

#### 20. Toilets

Paper towels, sanitary towels, nappies etc, are NOT to be flushed down the toilets; please use the appropriate bins provided. Paper hand towels and toilet rolls will be provided.

#### 21. Rubbish and Recycling

All groups are expected to comply with the Centre's recycling policy, which will be explained on arrival. Any rubbish which cannot be recycled should be bagged up and placed in the general bin provided. Please use the bins and keep the site free of litter.

#### 22. Cleaning/Clearing up

It is your responsibility to leave the site clean and tidy and ready for the next group. Please refer to the cleaning checklist on site. We provide general cleaning materials and products, including tea towels.

#### 23. Group Leaders

Each group must appoint a group leader who will be responsible for monitoring and encouraging good behaviour during the activity sessions and in general around the site. The group leader should liaise with the Centre staff as necessary and ensure compliance with these Terms and Conditions. Further information will be provided during check-in.

#### 24. Car parking

Cars are NOT ALLOWED on the campsite. Please park in the car park. Cars and contents are parked at owners' risk. The parking area is limited; please share transport wherever possible.

#### 25. Fire Procedures

In the event of fire please make sure the building or tents involved are EVACUATED. Raise the alarm and dial 999. Leaders should do a roll call. Contact the Duty Manager as soon as possible to give details - the on-call telephone number is posted on the door or Reception. All groups are advised to practice a fire drill.

#### 26. First Aid

You must have a designated First Aider on your staff team. All of our instructors are trained in First Aid and will be responsible when leading an activity session but outside of these sessions the group leader is responsible for First Aid arrangements.

#### 27. Accidents

All accidents must be reported to the Activity Instructor undertaking any activity sessions at the time of the incident, or to the Duty Manager at all other times. Accidents must be logged in the accident book.

#### 28. Child Protection

You must comply with the Centre's Safeguarding Policy, a copy of which can be found on our website.

#### 29. Insurance

We have Public Liability Insurance cover up to £5 million. Personal accident, theft, loss or damage to personal property is not included. Groups are advised to take out their own public liability, personal injury, travel and cancellation insurance.

#### 30. Smoking

Smoking is not permitted on site, in any of the buildings.

#### 31. Drugs and Alcohol

The possession or use of any banned substances will not be tolerated. Under-age drinking or possession of alcohol is not permitted. Centre staff have the right to ask those responsible to leave the site immediately should this situation arise.

#### 32. Disruptive Behaviour

Centre staff have the right to ask those whose behaviour is not acceptable to leave the site immediately.

#### 33. Dogs

The Centre and the grounds are pet-free zones and no animals are allowed on site except for working service dogs or where permission has been specifically given.

#### 34. Internet Use

We are unable to offer internet access to the whole group but we do have limited access for leaders in specific places on the site. The best mobile coverage here is with EE, others are patchy. We reserve the right to withdraw internet access in the event of inappropriate use.

#### 35. Telephones

Please ensure that your group leader brings a mobile telephone so that people at home can get in touch during your stay in case of emergencies outside normal office hours. During these hours staff cover is provided on an on-call basis. The Duty Managers' out-of-hours numbers are located on the door of Reception.