

This document outlines the terms and conditions for all users of Altham Terrace Scout Campsite. It must be read in full before confirming your booking. By making a booking, you agree to abide by all terms set out below.

Pricing

Camping & Visits

Type of Booking	Cost
Overnight (pppn) Lincolnshire Scouts/Guides	£4.00 per person per night
Day Visitor	£3.00 per person
Evening Visitor (after 5pm)	£2.00 per person

Note: Adult volunteers supervising young people **do not pay** for camping or visit fees.

Building Hire – The Castle Hut

Facility Use	Cost
Castle Hut (24-hour hire)	£40.00

- Includes exclusive access to kitchen, showers, and main hall.
- Toilets (located within the Castle Hut) are always accessible during camps and included in the camping per-person fee.
- If kitchen, hall, or showers are used without booking the building, the full hire fee will be added to the invoice retrospectively.

Building Use Terms

- The building must be left clean and in good condition.
- All waste must be removed from the site – we do not provide waste disposal.
- A £50 cleaning fee will be charged if the building is left dirty or untidy.
- Any damage or breakages beyond reasonable wear and tear must be reported and will be chargeable.
- A final inspection must be arranged with the Booking Secretary when keys are returned.

Title	Version	Owner	Initial author	Initial Date Issued	Page No.
Booking Terms & Usage Policy	V1	Altham Terrace Management Committee	Laura Salmon	22 Aug 2025	Page 1 of 4

Deposit, Invoicing & Payments

- A £50 deposit is required at the time of booking.
- This will:
 - Be deducted from the final invoice if the building was booked, or
 - Be refunded if no building use occurred and the building was not booked.
- Invoices are issued after your visit, to ensure accurate billing based on actual attendance and facility use.
- Final balances are due promptly upon invoice.

Cancellation Policy

- Cancellations made within 7 days of the start date of the booking will result in the loss of the £50 deposit.
- Date changes are permitted without penalty, subject to availability.

Transport & Parking

All users must follow the Altham Terrace Transport & Parking Plan, issued alongside this policy.

Key points include:

- Use of designated car park (reverse parking only)
- Overflow parking arrangements
- Priority to inbound vehicles on the access track
- Appointment of a leader as parking marshal when vehicles are moving
- Young people must avoid parking areas unless arriving or leaving under supervision

General Site Rules

To help maintain a safe and respectful environment, all site users must observe the following:

Supervision & Conduct

- Leaders are responsible for the safety and behaviour of their group at all times.
- Respect all other site users, neighbours, and the surrounding environment.
- No excessive noise after 10:30pm.

Fires & Cooking

- Fires are allowed only in designated areas on the concrete fire pits supplied and must be fully supervised.
- All fires must be completely extinguished before departure. Please leave ash on the fire pit for disposal by the Altham Terrace Service Team.
- You must supply your own firewood. Do not damage trees or structures for firewood.

Title	Version	Owner	Initial author	Initial Date Issued	Page No.
Booking Terms & Usage Policy	V1	Altham Terrace Management Committee	Laura Salmon	22 Aug 2025	Page 2 of 4

Water & Waste Disposal

- **Elsan Disposal:** There is no Elsan chemical toilet disposal point on site. Groups using chemical toilets must make off-site arrangements for disposal.
- **Grey Water:** All grey water (washing up, handwashing, etc.) must be disposed of in the drain positioned along the fence line at the back of the Castle building, near the end closest to the entrance to the building. Please do not pour grey water down the drain at the drinking water point, onto the grass, around trees, or near buildings.
- **Drinking Water:** A drinking water tap is located outside the Castle building and is available to all users. If you have hired the Castle building, drinking water is also available from the kitchen.
- Please ensure all water points are used respectfully and left clean after use. Do not wash dishes or cooking equipment directly under drinking taps.

Tents & Equipment

- Tents must not block access routes or facilities.
- Electrical equipment must be PAT tested if connected to site power.

Safety & Emergency Procedures

- Site-specific risk assessments are available on the [District Website](#) for reference; however, all users are required to complete their own risk assessments for the activities they plan to undertake on site. You must read the relevant risk assessment and implement any actions required to ensure that all users and participants are safe, so far as is reasonably practicable, during the activity.
- A first aid kit must be supplied by the group booking and be available on site at all times.
- The kit should be monitored and operated by a designated first aider within the group.
- Emergency first aid kits are also available in the following site buildings if open:
 - Castle Hut
 - Cathedral Building
 - Water Building
 - Site Team Lock-Up
- The nearest defibrillator (AED) available 24/7 and located by vehicle (678m) is:
Holy Cross Church, Skellingthorpe Road, Lincoln, LN6 7RB
- The nearest defibrillator (AED) available 24/7 and located by foot only (198m) is:
Lincolnshire Co-operative Pharmacy, 18 High Street, Lincoln, LN5 8BE
- Lincoln County Hospital A&E is 3.3 miles away, Greetwell Road, LN2 5QY
 - What3words: Bands.Chair.Chef
 - OS Grid Ref: SK 96692 69412
- It is strongly recommended that group leaders ensure all adults know the site address, have access to emergency contact numbers, and are briefed on emergency exits and procedures upon arrival.
- Emergency contact details must be provided at the time of booking.

Title	Version	Owner	Initial author	Initial Date Issued	Page No.
Booking Terms & Usage Policy	V1	Altham Terrace Management Committee	Laura Salmon	22 Aug 2025	Page 3 of 4

Prohibited

- Alcohol, smoking, and vaping must be managed in accordance with Scouting POR at all times. This includes ensuring that no alcohol is consumed, and no smoking or vaping takes place in sight of or near young people and whilst in uniform.
- No drones, fireworks, or hazardous materials.
- No construction or digging without prior approval.

Contact

All bookings and queries should go through the Booking Secretary, Jennifer Hetherington-Field: Jennifer.Hetherington-Field@lincolnscouts.org.uk or 07814 368471.

By confirming your booking, you agree to follow this Booking Terms & Usage Policy and the accompanying Transport & Parking Plan. Failure to adhere to the terms may result in additional charges or refusal of future bookings.

Next Steps After Booking Confirmation

Once your booking has been confirmed and your deposit received:

- The Booking Secretary will contact you closer to the date of your visit to:
 - Confirm final details
 - Arrange a convenient handover time for keys and site access
 - Meet you on site at the beginning of your booking to complete the handover
- At the end of your stay the Booking Secretary, or a member of the Management team, will meet you again to complete the final handover, check the site and/or building condition, and collect the keys.

If your plans change or you need to amend your arrival or departure times, please contact the Booking Secretary as early as possible to allow adjustments to be made.

Thank you for your cooperation in keeping Altham Terrace Scout Campsite a safe and happy place, and we look forward to welcoming you!

Title	Version	Owner	Initial author	Initial Date Issued	Page No.
Booking Terms & Usage Policy	V1	Altham Terrace Management Committee	Laura Salmon	22 Aug 2025	Page 4 of 4