

Fire safety requirements

Detailed fire safety notices are displayed at either end of the main hall. It is essential that they are read and especially that:

- **Everyone** knows what to do in case of fire.
- **All** outside doors are left unlocked when in residence and are secured at night only by a sliding bolt.
- **Smoking** does **not** take place inside the buildings, in the corridor nor under the verandah.
- **Candles and night lights** must not be used.

The party leader is responsible for ensuring that these requirements are implemented.

Insurance requirements

It is essential that the party leader arranges insurance to cover all members of their party, unless already covered by group insurance.

Recognised organisations may already have annual insurance that covers the members of the group. This must be verified by the party leader, who is also responsible for obtaining insurance for any members of the group not covered by such insurance.

Cleaning requirements

To keep our costs down **we do not employ a cleaner**. We therefore rely on you to leave the centre as you would wish to find it.

Further essential information

Party leaders must read and bring with them a copy of the *Essential Information for Hirers* booklet, downloadable from our web site.

Return booking form to:

Bookings Secretary
Mrs P Briggs
36 Old Road
North Petherton
Bridgwater
Somerset TA6 6TG

Phone / Fax: 01278 662537

Email: info@campbellroom.org.uk

Timescales

- Please contact us to make a provisional reservation before returning this form.
- Your deposit **must** be received **within 14 days** or your booking will lapse.
- Your final payment is due **one month before arrival** at the centre.

Cheques

- Cheques to be made payable to the *Campbell Room Scout and Guide Centre*.

Envelope

- Please enclose a C5 size (16 x 23 cm / 6 x 9 inch) stamped addressed envelope when returning this form.

The Campbell Room is operated by
Sedgemoor District Scouts



List of Charges & Booking Form - November 2011

THE CAMPBELL ROOM

self catering
accommodation for groups
in Somerset's Quantock
Hills

List of Charges & Booking Form

www.campbellroom.org.uk

List of charges

Standard bookings

- £4.50 per person per night, subject to a minimum of £54 per night.
- 2 free party leader places for groups where 12 or more pay.
- £10.00 per day fuel charge to cover gas and electricity.
- £15.00 per night non-refundable deposit required.
- We may offer a special rate to working parties - please contact us for details.

Day or evening bookings

- £4.00 per hour, subject to a minimum of £12.00.
- £12.00 non-refundable deposit required.

Camping

- £2.00 per head per night, with the use of the toilet and shower block only.
- Adult-supervised groups only.

Other charges

- Showers cost 50p for approximately 7 mins.
- Breakages must be paid for!

Badges and T-shirts

If you would like to purchase badges or T-shirts for your group the charges are:

- Embroidered badges - £1.50 each
- White cotton T-shirts - From £9.99 + p&p

Badges are available from the key holder or by post from the Bookings Secretary. If you would like samples please note the quantity required and add the cost to the cheque for your deposit.

For a t-shirt quotation, please provide the Bookings Secretary with the quantity required.

Booking form

Please return this form to the to the address overleaf, **retaining a copy for your records.**

Name of party: _____

Type of group (Scouts, Brownies, walkers, etc.) _____

Name of party leader / Officer in Charge: _____

Address: _____

Phone: _____

Email: _____

Qualifications held: _____

Time of arrival (see note): _____

Date of arrival: _____

Time of departure (see note): _____

Date of departure: _____

Approximate numbers of:

Children, age 10 and under: _____

Children, age 11 and older: _____

Qualified leaders: _____

Other adults: _____

Where did you hear about the Campbell Room?

Undertakings

- I confirm that I have read and will implement the fire safety requirements printed overleaf.
- I confirm that I will arrange insurance for all members of my group (unless already covered by annual group insurance).
- I realise that the centre must be left clean, tidy and ready for the next group.
- I confirm that a Permission to Camp form (Guides) / Nights Away Notification (Scouts) will be sent to my Advisor / Commissioner well in advance of my camp dates.

I enclose a deposit of: _____

Signed: _____

Dated: _____

Guide and Scout groups

Please provide the following additional information:

District / Division: _____

County: _____

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### Note: Arrival and departure times

Unless otherwise agreed, during the school holidays groups are expected to arrive after 14:00 and leave no later than 12:00 noon.