

Vauxhall Christian Trust - 2022 Terms and Conditions

Your booking

Thank you for choosing to come to the VCT campsite; we hope you enjoy your stay with us. Please ensure you are familiar with the contents of this document, and what your responsibilities are as a leader of your group.

The contents will help you to enjoy your time in a safe manner. Please ensure you read it fully and if you need any clarification, please do not hesitate to contact us.

1. BOOKING CONDITIONS

Under the Charities Act, Vauxhall Christian Trust is committed to fulfil its charitable purpose to 'advance the Christian faith in accordance with the Statement of Beliefs', and aims to encourage positive development of young people through educational activities. All groups will be asked to provide details of the aims of their visit and it is anticipated that group programmes will be in pursuance of the charity's aims.

2. CHARGES

The site has self-catering facilities and the current charges for groups are:

Year: 2022		DAY visitor rate (pppd)		OVERNIGHT rate (pppn)		Note: <i>pppd = per person per day</i> <i>pppn = per person per night</i>
Month	Minimum Numbers	person number 1 - 80	person number 81 +	person number 1 - 80	person number 81 +	
MAR	25	£4.50	£3.00	£11.00	£8.50	
APR	25					
MAY	30					
JUN	30	£7.00	£5.50	£13.50	£11.00	
JUL	50					
AUG	50					
SEP	25	£4.50	£3.00	£11.00	£8.50	
OCT	25					

Discounts for large groups: the overnight and day visitor rate is discounted for the 81st person and above.

Unless otherwise agreed the above table shows the minimum number of chargeable places at different times of year. For example, if you only have 45 overnight campers in the summer holidays you will still need to pay for 50 and if you only have 20 in October you will still need to pay based on 25.

The site is not normally available for single day events during high season unless there is availability at short notice. We normally require bookings to be for 2 nights or more but there may be times when we can accommodate shorter stays. Please contact us to discuss this.

Providing group numbers are above the minimum booking number for the time of year we will not charge for children under the age of 5 years.

We have equipment such as crockery and cutlery for 100 people and the dining room comfortably seats 80. We can accommodate 84 people in the cabins. We have accommodated up to 250 overnight where groups have brought extra equipment and their own tents.

The campsite is open from 1st March until 31st October.

3. DAY VISITORS

Those coming to share meals and use the facilities will be charged at the day visitor rate applicable for the dates you have booked. This does not apply to friends who drop in for less than 2 hours. Day visitor rate is charged for people who are on site up to 12 hours during the day, beyond this they will be charged at overnight rate.

4. BOOKING FORMS and PAYMENTS

All bookings must be arranged in writing and confirmed by completing the booking form and forwarding the deposit as calculated on the booking form. For availability and a booking form please contact mary@vauxhallchristiantrust.com

20% of total estimated cost is payable with your initial booking, together with the £100 security deposit.

55% must be paid at least one week before arrival.

The balance will be calculated on final numbers attending the site or minimum group size and paid within seven days of departure. We will send an invoice detailing the remaining charges to be paid.

Group leader needs to keep an accurate record of everyone attending the event, both day visitors and anyone staying overnight. Final numbers can either be given at the end of your stay to the duty site supervisor or emailed to mary@vauxhallchristiantrust.com within 24 hours of departure.

Payment can be made by one cheque (and not by lots of individual cheques) payable to "Vauxhall Christian Trust" or by BACS transfer. Bank payment details will be given on the booking form and any invoices.

5. CANCELLATIONS

We hope that your booking goes ahead successfully as planned, but in the event of a cancellation with less than 6 months' notice we may have to ask you to pay the loss of revenue that Vauxhall Christian Trust sustains, unless the cancelled dates are filled. Cancellation within 4 months will normally require full payment for the minimum number stated for your booking. The 20% initial deposit is non-returnable should the booking be cancelled at any time for whatever reason. The security deposit is returned with 14 days of cancellation unless the £100 is used to settle any other charges due for late cancellation.

6. ARRIVAL and DEPARTURE TIMES

We know you will be keen to get setup for your group but in most cases, we have other groups who will be leaving on the day you arrive and other groups arriving on the day you depart. Therefore, it is important to keep to the following times unless otherwise agreed:

Overnight events:

- Arrival
 - not before 3.00pm (sometimes it might be possible for caterers and a small set up group to come an hour earlier but this is not always possible).
- Departing
 - Midweek – before 12 noon
 - Sunday – before 5pm
 - Bank holiday weekends will vary, please check when booking

Single day events:

- Arrival and departure times will be agreed at time of booking.

You need to allow enough time on your day of departure to clear and clean the site ready for the next group. The departure time is last possible time you need to leave the site and not when you need to start clearing up.

7. ACCOMMODATION

Groups are responsible for the allocation of rooms within the cabins and tents. A cabin room plan will be sent once you have booked. Bunk beds in the cabins come with a mattress in each but groups need to bring with them their own bedding, including pillows and either sleeping bags or quilts with under sheets etc. We do have some electric hook-up points if groups wish to bring their own caravans or trailer tents.

Some groups may wish to bring their own tents, caravans and/or marquees. Whether guests stay in our cabins, their own caravans or tents the charges per person are the same for use of the facilities.

8. CLEANING AND DAMAGE

Please leave the site in the same state on your departure as you find it on your arrival. This avoids extra pressure on the site supervisors as they prepare for the next group, we are grateful to the majority of groups who cooperate with this. Groups are required to pay for the cost of any damage and any extra cleaning which is necessary. Any damage (whether accidental or otherwise) must be reported to the duty site supervisors so that repairs can be made promptly for the benefit of other users. Serious damage and vandalism may result in a group being refused further use of the site.

It is obviously much easier if you are able to share out the cleaning duties and it will be much quicker. We will send you a copy of the cleaning checklist before your arrival, so you know what cleaning needs to be done before you depart and you can plan how to allocate jobs at the end of your stay. You need to allow time on your departure day for cleaning to be done and the duty site supervisors to check over the site before the time you need to depart.

We provide toilet rolls, cleaning materials and equipment for you to use. The cleaning equipment is colour coded for use in each area of the site.

9. CATERING and FOOD HYGIENE

Groups are responsible for making their own arrangements for meeting the catering needs of their group.

It is essential that whenever food is being prepared or cooked that at least one person in the kitchen in your catering team have an up-to-date food hygiene certificate (issued within the last 3 years). We request that you send a copy of their certificate before your group arrives. This can be emailed to mary@vauxhallchristiantrust.com

You will be required to complete various temperature records to enable you to meet the Local Environmental Health Officer's requirements. It is vital that your caterer is made aware of this. There is a FSA book available entitled Safer Food Better Business available from <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers> (or call 0330 332 7149) to enable you to comply with current legislation.

The Level 2 Award in Food Safety for catering is available to be completed online.

For safety reasons children are not allowed in the campsite kitchen at any time.

10. PROTECTION OF CHILDREN AND VULNERABLE ADULTS

It is your responsibility to ensure that all leaders working with children or vulnerable adults have a current DBS check. Please see our child protection policy for more details.

11. HEALTH and SAFETY

Please see the separate Health and Safety Guide to ensure you comply with our requirements. It is very important that you read the Health and Safety guide - http://www.vauxhallchristiantrust.com/healthandsafetymanual_full.pdf

12. TUCK SHOP

There is a tuck shop area within the small games room which groups are welcome to use. Groups will need to stock the tuck shop themselves. There is a fridge freezer in that area which can be used by the group.

13. RECYCLING

We recycle wherever possible; please use the appropriate bins provided. Please ensure you help us keep our cost down by encouraging recycling in your group. It is really important that you only put certain items in the recycling bin, especially not thin plastic film or food! All items for recycling need to be completely clean and free from food or liquids. Please consult the poster on the wall in the kitchen for full details. If in doubt please do not contaminate the recycling waste with items which our local council cannot recycle. We do have a facility for glass recycling. Please ensure glass is washed and clean.

14. WASTE BIN COLLECTIONS

The large burgundy colour general waste bins (located near the disabled wet room) are collected on a Wednesday each week. Please empty any waste from the black waste bins around the site into these larger bins before they are collected. Please also empty them at the end of your stay and any other times when the black bins get full.

The recycling bin and glass bin are collected every two weeks.

15. SECURITY

Cabins have key coded locks which are available for your security. We would ask that you lock any buildings when they are not in use to keep items within them secure. If your entire group plans to go offsite for an activity, please let the duty site supervisor know and lock buildings before you depart.

16. BEHAVIOUR

Alcohol in moderation is permitted on site but we would ask you to decide if this is really necessary. Excessive drinking might result in us asking you to arrange for group members to leave. Please note also that the following will not be tolerated and could result in us asking you to arrange for group members to leave: Taking illegal drugs; Tampering with electrical equipment/lighting; Tampering with fire alarm systems (including covering or removing smoke detectors); Tampering with fire extinguishers; Aggressive behaviour towards other guests or staff; Fighting; Theft/entering accommodation assigned to other people without permission.

17. NOISE LEVELS

We would always ask that you consider others in your group, our neighbours and those walking on footpaths in neighbouring fields. There is a bridleway which runs close to the campsite so horses and riders do come alongside the campsite on occasions. Therefore, for their safety and yours we would ask that you do not make loud noises or actions which could startle them. We ask that groups keep noise to an absolute minimum from 10pm – 7.30am particularly loud music. We would also ask you to be considerate to our neighbours if you are out on walks or activities in the dark. You are not permitted to let off fireworks.

We want you to have a good time but we have a good reputation with our neighbours and want to maintain a good relationship with them and a good witness.

18. DOGS

Ordinarily dogs are not permitted on the campsite (with the exception of guide dogs or dogs used for other health related reasons).

19. SWIMMING

Group leaders are responsible for their guests swimming in the pool. There must always be an adult to supervise and have responsibility as a life-guard. Please ensure competent people supervise ALL swimming and that the swimming pool enclosure is always locked when not being used. There should not be more than 20 swimmers in the pool at an one time.

Chemical levels in the swimming pool will be checked regularly during your stay and you must not use the pool until staff advise you that it's safe to do so. We will endeavour to have the swimming pool operational during your stay but there may be times beyond our control when the swimming pool is closed if it is not safe for you to use it for swimming.

20. USE OF THE LAKE

Please be aware of the open water lake beyond the gates and fence at the bottom of the camp field and the small pond near the sports hall, which could be of particular danger to small children. Please ensure those with small children are made aware of this fact and parents or guardians are aware of their responsibilities. The lake and pond are not suitable for swimming. Boating and canoeing activities must be supervised by a properly qualified lifesaver and life jackets provided. Group leaders are responsible for ensuring they are run by qualified people. Please also note that there may be sharp flints at the bottom of the lake so anyone going into the lake should wear suitable footwear to protect them from injury.

It is particularly important that you have comprehensive risk assessments if you intend to use the lake for activities. Please see section 36 regarding risk assessments.

Please ensure that no one leans on the fences or climbs on the gates as this can cause damage. No children are allowed on the lake side of the fence/gates without being supervised by an adult.

21. SPORTS FACILITIES

We have a Sports Hall where you can play either football, netball or badminton. Please wear clean, non-marking, suitable footwear in the Sports Hall and leave it in the condition you find it. The sports carpet can be easily marked and is expensive to have cleaned so we ask groups to always supervise activities in the sports hall and observe the strict policy of suitable footwear. With the exception of bottles of water, other drinks and food are not allowed in the sports hall at any time.

If children do not have suitable non-marking shoes for the sports hall, some groups have found that a second pair of thick socks can be a suitable alternative for some sports.

We have a games room with table tennis, table football and pool. This area must always be supervised by an adult to prevent injury and damage to equipment. We have bats, cues and balls for groups to use.

We also have an outdoor football pitch and volley ball net. Under no circumstances are people to climb on the nets or hang from the goal posts as this can cause damage and any damage will have to be paid by your group.

22. OTHER ORGANISED ACTIVITIES

Groups may wish to hire in other equipment such as inflatables/bouncy castles, climbing walls or bring in third parties to run these and other activities, for example archery and canoeing. This is allowed providing that there have been risk assessments done and appropriate activity insurance is in place for this. Please see sections 37 and 38 regarding liability and insurance.

23. FIRE PIT / CAMP FIRE

At certain times of the season, it might be possible for your group to have a small camp fire or bring a fire pit but at others, for example, when conditions are very dry and neighbouring fields have crops, it is not permitted. If you are wanting to have a camp fire or bring a fire pit please check with our bookings secretary whether this might be possible during your visit. We have to consider safety at all times and you must adhere to our guidelines and prepare your own risk assessment for this activity. Please see section 36 regarding risk assessments.

You must abide by the decision of the duty site supervisor to allow or not allow a camp fire / fire pit during your visit. Weather conditions might change which would make this activity dangerous to either yourselves or neighbouring crops and property. All fires must be extinguished and cleared away once cool. At all times they need to be supervised by a group leader and only in the designated area.

24. BBQS

We have BBQs and BBQ tools (tongs etc) which you may use but only in the designated area. Groups need to provide charcoal for these and clean the BBQs before they leave the site. Ash from the BBQs needs to be completely cold before being emptied into the bins provided.

25. SMOKING

We have a strict no smoking policy on the site, this includes vaping.

26. AREAS OUT OF BOUNDS

Groups booking the site have use of the campsite and sports hall during their stay but the other farm buildings, farmyard, farm house and gardens are private and out of bounds at all times.

27. CAR PARKING

Cars, mini busses etc can either be parked behind the cabins near the hedge or on the grass alongside the bridleway near the swimming pool. Vehicles must not be parked in the farmyard or on the bridleway/footpath.

28. TAR AND CHIP SURFACE BETWEEN DINING ROOM, MARQUEE AND TOILETS

The chipped surface on the ground between the dining room, marquee and toilet and shower building is delicate, especially in hot weather. BBQs, chairs and tables should not be put in this area as the legs can sink in to the surface and cause damage.

29. FIRST AID and FIRE MARSHALS

Groups must bring their own first aid supplies and appoint someone to be responsible for first aid. It is your responsibility to ensure that you have considered your first aid requirements and have a delegated person responsible for this during your stay. Please ensure the delegated person has a current qualification (normally it is valid for 3 years), either Appointed Person or First Aid at Work.

Groups must also appoint an appropriate number of fire marshals who can follow fire evacuation procedures. They must have access to a complete list of everyone on site at any time, so that they can do a role call if there is a fire or fire drill whilst the group is on site.

30. MARQUEE

We ask that you just have bottles of water in the marquee as the carpet might mark with other cold drinks, tea and coffee.

31. DATA PROJECTOR SCREENS

We do have projector screens which may be borrowed during your stay. Please let us know if you would like to borrow a projector screen. We ask that you bring with you your own data projector if you intend to use one. Please check that it has been PAT tested (see section 32)

32. PA SYSTEM and OTHER EQUIPMENT

We do not have a PA system at the campsite. Groups bringing a PA need to abide by the rules in section 17 (Noise) and 33 (PAT testing).

33. ELECTRICAL EQUIPMENT

All electrical equipment that you bring to use on site needs to have been PAT tested within the recommended time period (some items are every 12 months but others can be more or less frequent). Further information can be obtained from <https://www.hse.gov.uk/electricity/fag-portable-appliance-testing.htm>

Please turn off any equipment in the kitchen overnight and when it's not in use, such as the water heater on the wall used for drinks and the ovens. Also please turn off the plate warmer and hot cupboard in the dining room whenever it is not in use.

We have installed electric panel heaters in the cabins for your comfort when it may be colder at night. Please make sure that these are switched off during the day and whenever they are not required as this helps us to keep the costs down and therefore keep campsite fees as low as possible.

Please ask campers to not charge phones and other devices in the cabins overnight whilst they are sleeping as we have been advised that some chargers may cause electrical faults and fires which could be fatal.

34. COPYRIGHT LICENCES

Please note all groups playing music or videos, displaying words etc. must have the appropriate licences. Information on these can be obtained from <https://uk.ccli.com>. Event licenses can be purchased if you don't already hold one for your group.

35. TV SETS

We do not have a TV licence for the site. Groups watching or streaming live programmes need to make their own license arrangements.

36. RISK ASSESSMENTS

It is important that you undertake risk assessments before your visit and decide which activities you are going to run. We ask that you send a copy of your risk assessments to us before you arrive, please send this to mary@vauxhallchristiantrust.com

We have included our risk assessments in our Health and Safety Guide:
http://www.vauxhallchristiantrust.com/healthandsafetymanual_full.pdf

37. LIABILITY

Whilst using the campsite and facilities the group leader of the visiting group accepts full responsibility for the members of their group's use of the premises or any activities at the centre. Vauxhall Christian Trust Ltd. assumes no liability for injury or death, damage to or loss of personal property, accident, delay, cancellation, irregularity or inconvenience caused, save where such loss is caused or contributed to by the negligence of some person acting as a servant or agent of Vauxhall Christian Trust Ltd.

38. INSURANCE

Vauxhall Christian Trust Ltd has a public liability insurance cover for £5 million.

Groups however need to take out insurance to cover their own liability and to cover all activities. Access Insurance Services, Selsdon House, 212-220 Addington Road, South Croydon, Surrey, CR2 8LD. 0208 651 7420 are our insurance brokers. Access Insurance Services can quote for appropriate cover for your group if you do not already have this organised. Vauxhall Christian Trust Ltd and its directors and staff cannot accept liability for damage to or loss of personal property and groups are advised not to bring personal items of value with them.

39. LOST PROPERTY

Please report any lost items as soon as possible. We will always try to reunite found items to their owners as soon as possible but if not claimed within 3 months they will be given to a charity shop or disposed of. There may be a charge to return items by post.

40. EQUALITY

All individuals in groups are welcomed and equally valued and respected regardless of their gender, race, religion, age, sexual orientation or physical and mental capabilities. Christian groups are welcomed on acceptance of the "Basis of Faith". For other groups some suitable programme input in pursuance of our Christian charitable purpose can be arranged. We have Christian literature and useful booklets on display that are available for your group members to read and free to take away.

Vauxhall Christian Trust Ltd is an organisation which relates to religion and belief and may impose restrictions in accordance with the exemptions in the Equality Act on groups seeking to promote an ideology, morality or lifestyle incompatible with our Christian purpose during their visit.

41. PRIVACY POLICY and GDPR (General Data Protection Regulation)

Please read our privacy policy (<http://vauxhallchristiantrust.com/privacypolicy.pdf>) for details of how we process your data and comply with the GDPR (General Data Protection Regulation).

A final word

We want you and your group to have a really enjoyable stay, but to be safe too. Thank you for reading this document, we hope that it will help you to organise and have lots of fun during your stay and most of all that you experience God's presence during your visit.

If you have any concerns over these guidelines or interpretation of these, please contact:

enquiries@vauxhallchristiantrust.com

or

Andrew Horrex
Vauxhall Christian Trust
c/o 1 Elm Lane
Capel St Mary
Ipswich
Suffolk
IP9 2HS