

Booking Terms and Conditions for Unit Indoor 'Bubble' Visits 2020

1. Provisional bookings are taken by email to deerpark@girlguidingglos.org.uk and will be held for a period of 7 days. Your booking is then confirmed on receipt of the 'Booking Form for Unit Indoor 'Bubble' Visits 2020' and full payment. By submitting your booking form and payment, you are agreeing to the terms and conditions laid out below.
2. Unit Indoor 'Bubble' Visits are offered to Girlguiding units in our Assembly Hall for morning, afternoon or evening sessions.
3. Unit Indoor 'Bubble' Visits fees are £24 per session (morning, afternoon or evening). Bookings can be made on any day of the week.
4. Use of the Assembly Hall during Covid-19 includes sole use of the hall, plus use of one accessible toilet. The kitchen and bedroom remain closed. These facilities are sanitised in between each group visit. All groups should clean hygienically as they use the facility. Cleaning materials will be supplied.
5. Members of all groups visiting the site are expected to manage good social distancing practice and good hand hygiene standards in line with [government guidance](#) and any group not adhering to this will be given one reminder. If they continue to ignore these guidelines they will be asked to leave the site. No refund will be issued under these circumstances.
6. Units need to follow the Girlguiding and National Youth Agency guidance which currently allows up to 15 girls plus a limited number of adult volunteers in any one 'bubble'.
7. Each 'bubble' should bring their own First Aid kit.
8. Full payment is required with your booking form to confirm your booking. A bank transfer is the most covid-friendly payment method but we are also able to accept unit cheques. We are not currently able to accept cash. Bank details are available on the booking form and invoice.
9. The shop is not currently open, however a list of some of our more popular items can be found on our website and units may place a group order prior to their visit. An invoice will be raised for these items and payment should be made in advance. Your items will be ready for collection on arrival at Deer Park.
10. Arrival and departure times will need to be staggered with other 'bubbles' using the site. Please indicate your preferred arrival and departure times on your booking form. If other groups are already booked then you may need to be flexible with these times.
11. The Leader coordinating your group MUST report to the Centre Manager on arrival on site.
12. All Girlguiding groups are expected to follow the latest Girlguiding regulation, completing the Checklist and Risk Assessment and getting this signed off by their Commissioner prior to their visit. An approved copy of this document must be sent to the deerpark@girlguidingglos.org.uk at least 24 hours prior to your visit. No paperwork = no visit. No refunds will be given in this situation.



13. We're sorry but dogs are not permitted on the site.
14. The children's play area on the main site and the site activities are currently not available.
15. Should it be necessary to close the site, you will be informed 24 hrs in advance (where possible) with a full refund of any monies paid.
16. If you cancel your booking, no monies will be refunded. We would recommend Leaders consider this financial risk as part of their risk assessment.
17. In the event a young member or Leader has symptoms of, or is tested positive for Covid-19, they should not attend the group's session. We recommend Leaders consider this possibility as part of their Risk Assessment as if a Leader cannot attend this may mean the whole group cannot continue.
18. There is plenty of space for your group to use the main car park.
19. Rubbish and recycling must be placed in the appropriate bins on the main site or removed from site by the Leaders. Recycling should be clean before adding to the bins. Please follow the signage onsite to sort recycling appropriately. Hand sanitiser is available for use after touching the bins.
20. Any damage on site must be reported and may be charged for. If not declared prior to departure an additional charge will be made.
21. **How we may use your personal information.** Your privacy is of the utmost importance to us . We only use personal information you provide to us in accordance with our [Privacy Notice](#). Please take time to read this document as it includes important terms which apply to you. We will use the personal information you provide to us to:
 - a) administer your booking;
 - b) process your payment; and
 - c) inform you about similar products or services that we provide, but you may stop receiving these at any time by emailing us at deerpark@girlguidingglos.org.uk

