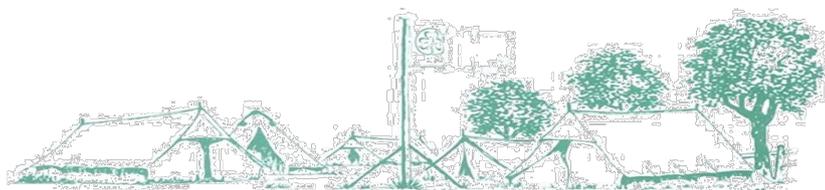


## Booking Terms and Conditions

1. Provisional bookings will be held for a period of 21 days. Confirmation is to be made using the approved booking form and providing a deposit. A minimum payment is required based on minimum numbers (12 for the Assembly Hall and 15 for the Deer House).
2. **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 our Privacy Notice as it includes important terms which apply to you. A copy of our Privacy Notice can be found at [http://www.deerparkcowley.com/uploads/4/3/3/7/43371295/county\\_privacy\\_notice\\_28\\_jan\\_2019.p](http://www.deerparkcowley.com/uploads/4/3/3/7/43371295/county_privacy_notice_28_jan_2019.p)  
We will use the personal information you provide to us to:
  - a) administer Bookings and Events;
  - b) process your payment for such Bookings Events; 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](mailto:deerpark@girlguidingglos.org.uk)
3. Activity bookings need to be made to the Centre Manager via the final booking form and returned no less than 4 weeks prior to your stay.
4. Arrival time at either the house or the camping sites is normally after 2pm. Any variation on these times is subject to prior agreement with the Centre Manager.
5. Leaders in charge **MUST** report to the Centre Manager on arrival on site.
6. In some circumstances (e.g. extreme bad weather) the Centre Manager may change requested camp sites to allow for recover of ground etc. This is entirely at their discretion.
7. Should it be necessary to close the site, you will be informed 24 hrs in advance (where possible) with a full refund of deposit.
8. In the event of a Leader deciding to cancel, refunds of deposits are not given. Venue users are to ensure they have the appropriate insurance cover to cover any liabilities they may have in case of cancellation.
9. Use of the house includes all heating, lighting, and cooking facilities. Users of the Deer House and Assembly Hall are expected to leave it in a clean and tidy condition ready for the next group.
10. When using the indoor accommodation a £25 separate cheque needs to be sent or handed over on arrival this will be held and either destroyed or posted back once the building has been checked fully.
11. Camp site users are expected to leave the toilet/shower block in a clean and hygienic condition and camp sites free from pegs, wood and rubbish.
12. Any damage on site must be reported and maybe charged for. If not declared prior to departure an additional charge will be made.



13. No vehicles are allowed on the main camp site, a parking area is available for the far and middle pitch as necessary. Group leader vehicles are allowed to drop off equipment on Bubbs Hill but only one vehicle per camp can stay in the field the remainder need to be parked in the main site car park. Parents can drop off and pick up for Bubbs Hill site in the car park of the Green Dragon pub but must not be used for any one staying on site.
14. If arriving via coach please advise the Centre Manager and follow the instruction in the information sheet to ensure they can get on site.
15. ALL accounts are to be settled prior to departure. Cheques made payable to 'Girlguiding Gloucestershire'.
16. Please ensure that you inform the Centre Manager of any visitor to the site during your stay.

