

Conditions of Hire 2017



Bristol Children's Help Society
putting the child first

For any help or information contact: Brian Hall by Telephone on 01275 392304
or E-mail bartoncamp@mail.com our website is www.bartoncamp.co.uk

Useful Information

Address	Barton Camp Barton Road Barton Nr. Winscombe North Somerset, BS25 1DY
Telephone	01934 842897 (Main Centre – Kitchen) 01934 842145 (Office – Warden)
BCHS Staff and Emergency Numbers	Bert Hurditch - Mobile 07768690090 Duncan Maxwell – Mobile 07704718886 (Both of the above live locally)

Camp Charges

Users will be invoiced for a 20% deposit when their booking is accepted, to be paid within 30 days from the Invoice email. After this time the booking will be released for other users.

The full amount for all bookings must be paid 4 weeks before the hiring date.

Users are reminded that all groups of children are subsidised by “The Society” and users are not paying a fully economic rate. In return users are expected to keep and leave the premises clean and tidy and so keep the cost of maintenance down which results in our keeping rental fees as low as possible. User's co-operation in this matter is greatly appreciated.

1. Main Centre for up to 66 children / staff comprising of 2x24 bed dorms, 2x4 bed rooms, 3x2 bed rooms, and 4x single bed rooms.
2. Harvey Centre for up to 35 children / staff comprising of 5x6 bed rooms, 1x3 bed room and 1x2 bed room.

Cheques should be made payable to “The Bristol Children's Help Society” and sent to the Hon. Treasurer:

Mrs W George, 8 Kingston Avenue, Saltford, Nr. Bristol, BS31 3LF

Bank Details:

Bristol Children's Help Society, Nat West Bank, Corn Street, Bristol. Sort Code - 56-00-05.
Account Number. 21053820

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User Information

On Arrival – After 2.30 pm

1. On your arrival, your group will be met by a BCHS member of staff who will explain incoming and outgoing procedures.
2. It is important that you arrive at Barton between 2.30 pm and 5.00 pm. We MUST know if this is not the case. Please telephone the number above to inform Duncan Maxwell.

First Aid

3. Groups must provide their own kits

An easy to use Defibrillator is wall mounted at the entrance to the main centre dining hall. An accident book is also there and ALL accidents must be recorded. The Harvey Centre accident book is kept in the Cleaning Cupboard and ALL accidents must be logged.

Fire Alarms / Pool Alarm / Dormitory Door Alarms

4. The BCHS member of staff will explain the systems and the operation of the alarms

Groups will undertake a practice Fire Drill at the earliest appropriate time after their arrival.

Rubbish Disposal

5. Plastic sacks will be provided to line the bins. The BCHS member of staff will advise where full sacks are to be taken daily. Do not leave sacks of rubbish outside the kitchen overnight as the resident wildlife will scatter it all over the site.

Camp users must not burn rubbish or on site. No sacks of rubbish to be kept in the kitchen.

Cleaning

6. Users are responsible for the cleaning and cleanliness of the site and buildings. The premises are inspected during the change-over period

If any areas need special cleaning because of the unacceptable state in which they have been left, they will be cleaned by professional cleaners and schools or "users" invoiced accordingly. (Normally £50 per hour).

There are **Cleaning Cupboards (to be kept locked)** in the Main Centre, situated next to the kitchen at the top of the ramp, and the Harvey Centre cleaning cupboard in the main communal area.

These store all cleaning equipment (including chemicals and cleaning fluids).

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Main Centre Activity Room

7. The furniture provided is for use in this room only and not for use elsewhere

Changing Rooms and Swimming Pool Block

This building must only be used by children when supervised

8. There are two bedrooms for 4 staff / children plus one 2 bed staffroom, **STAFF MUST** sleep in this area if any children are using the bedrooms
Children staying in the pool bedrooms **MUST** enter and exit through the lower patio doors.
Under no circumstances must children be allowed in the BOILER ROOM. Adults must be aware that corrosive chemicals are stored in the Boiler Room.

Kitchen

A STRICTLY 'NO GO' Area for Children!

Only those persons designated to cook/prepare food to enter the kitchen.
There are instruction labels/signs in both the Harvey Centre and Main Centre kitchens for appliance operation.

Groups may self-cater or use a catering service

On the day of arrival Self-catering groups having deliveries of food are to arrange for delivery after 2.30 pm and must supervise storage of their items in particular frozen foods (kitchens and freezers not available until after 2.30 pm). The Main Centre has a 'dumb waiter' lift that should only be used by competent adults and the downstairs lift cupboard **MUST** be kept locked when not in use.

Many groups use the excellent catering service provided by – Grove Farm Catering (Ian & Jane Lyons), Upper Grove Farm, Dundry Lane, Dundry, Bristol, BS41 8JF, Tel: 0117 9641338 or Mobile: 07900005789, Email: info@uppergrovefarm.co.uk
Those groups wishing to use this service are asked to book direct.

Dormitories

9. An undersheet is provided for each bed. Mattresses must be covered at all times. Children will need help in fitting the undersheets. It is essential that the permanent waterproof cover to the mattress is properly cleaned if an accident occurs.

No food or drink to be taken into the dormitories.

All users need to supply their own sleeping bags / duvet / blankets and pillows.

Waste bins are provided.

Do not deface woodwork on beds or doors with sticky labels, notices or pins.

No outdoor shoes in the dormitories please.

Users are expected to keep the dormitories clean and tidy.

Please note that only designated rooms to be used for sleeping. **Under no circumstances** are users to bring temporary beds or sleep on floors.

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Toilets

10. Toilets to be kept clean and hygienic at all times

Laundry Room

11. The use of the Washer/Drier is restricted to soiled bedding or clothes ONLY. All other washing should be taken home. Tokens are available from the office.

The Laundry and Drying Room are out of bounds to all Children.

Swimming Pool

12. The whole of the swimming pool area is **out of bounds to all children, at all times, unless taking part in any organised swimming session with competent adult in charge!** The swimming pool gates are to be kept locked unless the pool is being used.

Safety equipment must not be removed from the poolside. Stones, glass or any other dangerous objects must not be thrown into the pool. No glass or breakable objects to be taken into the pool area.

NO canoes, rafts or boats are to be used in the pool.

Users must be aware of and conform to their Local Education Authority Guidelines and also, the Safety Policy of the Bristol Children's Help Society.

PLEASE NOTE the users of the Harvey Centre are entitled to use of the pool for two hours each day before sunset at a time convenient to the users of the Main Centre. This does not include access or use of the Pool Building / changing rooms.

Sports Hall

13. Soft shoes (trainers) must be worn. Floor to be swept with a soft broom only.

No Hard Balls to be used as there is a glass top to the roof.

Please Note – Harvey Centre users can use the sports hall for 2 hours each day in agreement with the Main Centre users.

Outdoor Play Equipment

14. Children must be supervised at all times and therefore always be under constant supervision of a responsible Adult. All Hirers accept responsibility for any accidents.

Car Parking

15. No cars to be parked on grassed areas or grass verges.

All cars to be parked in car parked provided for each centre.

Access on the approach roads must always be clear and available for Emergency Vehicles.

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Security

16. All users are responsible for locking doors and the safety of their own belongings.

The Society cannot be responsible for hirers' property and users should ensure that they are adequately insured.

Chains and padlocks are supplied for use on both gates to the site.

A safe is installed in one of the Staff bedrooms in the Main Centre dormitory block.

An alarm system is fitted to the external doors of the dormitory in the Harvey Centre and Main Centre.

The swimming pool has a separate outside warning alarm operated from the poolside.

The BCHS member of staff will demonstrate the operation of all security systems. The alarm systems are regularly checked and serviced.

Any visitor, not known to hirers, and not wearing an identification badge on a blue lanyard should be asked for the purpose of being on site.

Harvey Centre

17. Hiring the Harvey Centre does not entitle hirers access to other facilities of the Barton Centre. The Log Cabin, the swings, assault course and grassed area, to the right of the football pitch are reserved for users of the Harvey Centre.

Hirers are entitled to two hours use of the Swimming Pool each day before sunset and two hours of Sports Hall use at a time determined by the users of the main site.

Responsibilities of Camp Leaders

To insist that there is no undue noise after 10.00 pm.

To ensure that there is an adequate level of staffing to provide for the safety of the children, the Centre and its equipment.

Should it be necessary to use a fire extinguisher its use must be reported, at the first opportunity, so that the BCHS member of Staff can arrange for a replacement.

PLEASE NOTE All risk assessments are the responsibility of the hirers.

It is the responsibility of the Camp Leader to ensure that all users bring to the immediate attention of the BCHS staff any matters which cause concern or are considered dangerous.

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Damage

18. Users are responsible for damage or loss to Society property or equipment during their period of residence. Charges will be levied to replace the damaged equipment.

Departure – Before 10.00 am

19. On departure, all leaders MUST sign the leaving documentation to register that there have been no accidents that have not been reported to a BCHS member of staff and that there have been no accidents, of any description, on site that have not been reported or placed in the Accident Book.

THE PITCHING OF TENTS ANYWHERE IS STRICTLY FORBIDDEN.

SMOKING IS STRICTLY FORBIDDEN ANYWHERE ON THE SITE.

DOGS ARE STRICTLY FORBIDDEN ANYWHERE ON SITE.

A BBQ area is provided but hirers must bring their own equipment. Only the designated BBQ areas may be used!

NB. IT IS A CONDITION OF YOUR LETTING THAT YOU ACCEPT THE RULES, PROCEDURES AND REGULATIONS AS OUTLINED IN THIS DOCUMENT. **YOUR SIGNATURE ON THE "ACCEPTANCE OF LETTING FORM" WILL INDICATE YOUR AGREEMENT.**

This applies particularly to the sections: Fire Drill (see Health and Safety Risk Assessment Section)

Self catering groups should ensure that their staff have relevant food handling certificates.

PLEASE NOTE - ALL hirers MUST carry their own Liability Insurance.

BCHS has third party insurance for £5,000,000

2017