

Section 7

VISITING GROUPS - CODE OF PRACTICE

Reference. No.

SN.7/A	Covering letter with information pack
SN.7/B	Booking Terms & Conditions and Essential Information (Was 7/D1)
SN.7/C	Booking Form (Accommodation/Camping/Visits)
SN.7/D	Activities Terms & Conditions (Was SN7 E1-4)
SN.7/E	Activities Booking Form
SN.7/F	Site Map
SN.7/G	Notices & Emergency Procedures (Rear of Map SN.7/F)
SN.7/H	Health & Safety Statement (SN2-A)
SN.7/I	Price List (Accommodation/Camping/Visits)
SN.7/J	Activities Price List
SN.7/K	Example forms from CampMan booking system
SN.7/L	Timeline for a booking

Update Log:

October 2015 – Due to significant changes with the implementation of CampMan as a booking system replacing Alacer and a huge shift of bookings now coming in on-line via the web site, the paper-based forms have been updated and streamlined.



Bibbys Farm Scout Activity Centre
Charnock Back Lane, Heath Charnock, Chorley, Lancashire PR6 9DL
T: 0300 20 10 077 E: booking.office@bibbysfarm.org.uk W: www.bibbysfarm.org.uk
Twitter: [@BibbysFarmScout](https://twitter.com/BibbysFarmScout) Facebook: [BibbysFarm](https://www.facebook.com/BibbysFarm) Youtube: [BibbysFarm](https://www.youtube.com/BibbysFarm)

Thank You for requesting a copy of our brochure ☺

Bibbys Farm Scout Camp Site and Activity Centre was purpose-built just over 10 years ago and is now establishing itself as one of the most popular Scout Camp Sites in the North West of England.

With a very friendly and helpful volunteer team, we do our best to provide solutions rather than problems as many of our previous visitors will testify.

Whether you are looking at a superb accommodation block that sleeps up to 50 or wanting to camp on our well maintained camping fields, we have just the solution for your needs.

We have secluded small patrol camping areas and large open fields suiting much larger camps and can accommodate 500 campers easily and well over 1000 if we bring in additional toilet facilities.

On the activity front, we pride ourselves on the range and quality of the activities on offer. Now in partnership with the Anderton Water Activity Centre locally, we can provide even more water activities than our own small lake can.

Please have a browse through our website where you can check the live availability for the accommodation barn and our activities then book in confidence knowing that the availability is there. We've even eliminated most of the paperwork by taking bookings directly via our website at www.bibbysfarm.org.uk.

Make sure you also follow our Facebook page and Twitter feed so you can be kept right up to date with all our developments, events and special offers.

Please also feel very welcome to pop in for a look around and a brew when we can show you everything that we're proud to be able to offer you for your next camp.

Whether you stay on-site or make the most of the many local attractions, walks and places to visit, we're sure your visit will be a memorable one and that we can earn a place on your "Places to stay" list for the future.

Hoping to see or hear from you soon

A handwritten signature in blue ink, appearing to read 'Pete Sturgess'.

Pete Sturgess
Centre Manager



Booking Form

For Accommodation, Camping or Day Visits

Please return this form to the booking office along with a 25% deposit plus a signed copy of our Health & Safety Form to make this a confirmed booking

Bibbys Farm Scout Camp Site & Activity Centre

Charnock Back Lane
Heath Charnock
Chorley PR6 9DL
Tel: 0300 20 10 077

e-mail: booking.office@bibbysfarm.org.uk

Website: www.bibbysfarm.org.uk



Your Name:

Daytime Phone:

Group Name:

Evening Phone:

Address:

Mobile Phone:

Postcode:

E-mail Address:

Booking Detail:

Arrival Date:

Approx. Arrival Time:

AM/PM

Departure Date

Approx. Departure Time:

AM/PM

Accommodation Barn: *(See web site or brochure for detailed explanation of building configuration and options)*

Downstairs Canteen/Kitchen ☐

Plus Bedrooms 6 & 7 ☐

Plus Bedrooms 4 & 5 ☐

Plus Bedrooms 1, 2 & 3 ☐

Upstairs Canteen/Kitchen ☐

Plus Bedrooms 1, 2 & 3 ☐

Plus Bedrooms 4 & 5 ☐

Plus Bedrooms 6 & 7 ☐

Entire Building ☐

Tick if booking includes
people with reduced mobility ☐

Total Number of Adults:

Total Number of Young People:

Camping:

Number of Adults:

Number of Young People

Preferred Pitch : 1st Choice

2nd Choice

3rd Choice

Comments

Day Visit:

No. of Adults:

No. of Young People

Full Day Visit (Over 5 Hours) ☐

Part Day Visit (Less than 5 Hours) ☐

Additional Comments:

Booking Terms & Conditions and Essential Information

- For overnight bookings access to the accommodation barn will be given from **6pm** on the day of arrival. The building must be vacated by **5pm** on the day of departure. Other times available by prior arrangement.
- The hirer of the building must provide adequate supervision of young people at all times.
- The hirer shall be liable for payment of all charges arising from damage to, or loss of, property and /or equipment as a result of the occupancy of the building. The decision of Bolton Scout Trust shall be final and binding.
- Any damage or loss must be reported to the Centre Manager as soon as it occurs or is discovered.
- Every care must be taken when using equipment belonging to Bibbys Farm. **If any doubt exists as to the operation of any item of equipment please ask the Centre Staff for advice.**
- All groups are asked to take care to conserve water, electricity, gas and heating oil.
- All groups MUST observe the Site Rules and Regulations, copies of which are available on the web site or collected from the site office.
- Boiler rooms, electricity cupboards and fuse boxes are out of bounds to all members of the hiring party. Any defects in the heating system, electrics etc. must be reported to the Centre Staff. Contact no. on office door.
- Prior to any building or campsite being vacated, the leader of the hiring party will:
 - Advise the Centre Staff of their intended departure time and invite them to inspect the building and/or campsite before departure.
 - Ensure the building is thoroughly cleaned in accordance with the information detailed on the sheet displayed in the building, further copies of which can be obtained from reception. Suitable cleaning equipment and materials can be provided.
 - Where a building or camping pitch needs to be cleaned significantly before re-letting, a cleaning surcharge will be made.
- The person in charge of any party using the facilities for the purpose of a Beaver sleepover, Pack holiday, Cub Scout camp or Scout/Explorer Scout camp must hold the appropriate Scout Nights Away Permit
- Submission of a booking form either by hard copy or via the on-line form creates a "Provisional Booking" which will be held for a period of up to two weeks. Payment of a 25% deposit and submission of a signed Health & Safety Form will convert this to a "Confirmed Booking"
- Where a booking is cancelled less than a month before it is due to take place, the deposit will be forfeited. Where this is for the accommodation barn, it may be refunded if we can re-let the building. When we can, we may offer to retain the deposit for a future booking if circumstances dictate.
- By submitting a booking, you agree that we may retain your contact details for future marketing purposes. All marketing includes the ability to opt-out or you can do so by informing the booking office directly.
- Photography - We reserve the right to take and use for marketing purposes still photographs and video footage. We would ask Groups to inform us if any young people should NOT appear in our publicity materials and we will happily comply with those wishes.
- Where specific campsites are requested we will do our best to ensure that these are allocated to you but no guarantee of this can be given.
- Where Groups are undertaking walks or hikes locally, we urge everyone to abide by the Country Code and to respect our neighbour's property and privacy at all times.

Payments

Payment of deposits or account balances can be paid in a number of ways:

- Cash—In person on-site (Don't send cash through the post please)
- Cheque—Payable to "**Bibbys Farm Ltd**"
- Via PayPal to "**payments@bibbysfarm.org.uk**"
- BACS payment to:
Sort Code: **20-10-71**
Account No: **40197491**
Account Name: Bibbys Farm Ltd

Safeguarding

- **IMPLEMENTATION OF THE SCOUT ASSOCIATION'S "YOUNG PEOPLE FIRST" CHILD PROTECTION POLICY AT BIBBYS FARM.**
- **Separate sleeping accommodation is required for YOUNG PEOPLE, ADULTS and YOUNG LEADERS.**
- **All Adults need to be aware of the policy and all Scouters should carry their yellow card at all times.**
- **All Adults should observe the Policy when booking accommodation.**
- **All Adults must make bookings rather than just turn up to ensure the correct level of accommodation is available.**
- **Any Adult bringing any members of his or her own family is completely responsible for them. Neither the Scout Association nor Bibbys Farm Limited has any responsibility for them.**

Activity Booking Form

Bibbys Farm Scout Camp Site & Activity Centre
Charnock Back Lane
Heath Charnock
Chorley PR6 9DL
Tel: 0300 20 10 077
e-mail: booking.office@bibbysfarm.org.uk
Web Site: www.bibbysfarm.org.uk



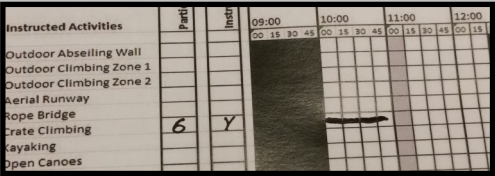
Group Name

Activity Day:

Date:

Booking Reference Number:

	Participants	Instructor Y/N	09:00				10:00				11:00				12:00				13:00				14:00				15:00				16:00				17:00				18:00				19:00				20:00				21:00					
Instructed Activities			00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45	00	15												
Outdoor Abseiling Wall																																																								
Outdoor Climbing Zone 1																																																								
Outdoor Climbing Zone 2																																																								
Indoor Climbing Wall																																																								
Aerial Runway																																																								
Crate Climbing																																																								
Indoor Archery																																																								
Outdoor Archery																																																								
Rifle Shooting																																																								
Axe Throwing																																																								
Sailing		Y																																																						
Kayaking		Y																																																						
Open Canoeing		Y																																																						
Bell Boating		Y																																																						
Rafting		Y																																																						
Self-Led Activities			09:00				10:00				11:00				12:00				13:00				14:00				15:00				16:00				17:00				18:00				19:00				20:00				21:00					
Pedal Cars		N																																																						
Grass Sledges		N																																																						
Cork Guns																																																								
Soft Archery																																																								
Rope Bridge																																																								
Mountain Bikes 1/2 or full day		N																																																						
Pioneering		N																																																						
Orienteering		N																																																						
Beaver Trail		N																																																						



Indicate your choices by specifying the number of people, Y or N for instructor and drawing a line through the times you want
e.g. for 6 people Crate Climbing 10am-11am with an instructor in the example to the left.

- Complete one form for each day you need activities i.e one for Saturday, one for Sunday for a weekend camp
- Refer to our information overleaf or the web site to understand the numbers, ratios and limitations for each activity
- Black areas = unavailable, grey areas are breaks/changeover times. 1Hr bookings between grey blocks, over 1Hr can span
- Ensure this form is submitted along with a main camping/accommodation/visit booking form OR details booking ref. above

How to Book Activities

Complete one form for each day you require activities booking e.g. For a weekend, complete one form for Sat and one for Sun.

For each day, draw a thick line indicating the time periods required. Black blocks mean activity not available and grey indicates break or changeover. 1Hr bookings should avoid grey areas, longer can span

For each activity, indicate the number of young people or the number of items to book. E.g. 6 people climbing

Indicate Y or N for instructor for each activity. Y means we will supply an instructor and N means either none is required or you will provide your own with suitable qualifications.

Submit the booking form as soon as possible. We will respond with a confirmation of price and a 25% deposit will secure the booking

Activities Information

Abseiling Wall

Maximum of 6 people roped up at once

Outdoor Climbing Wall Zone 1

Maximum of 6 people per session. Easy/Intermediate Level

Outdoor Climbing Wall Zone 2

Maximum of 6 people per session. Intermediate/Difficult Level

Aerial Runway

Maximum of 9 people per session. Group to supply two competent adults to assist with the brake lines

Crate Climbing

Maximum of 9 people per session

Rope Bridge

Maximum of 9 people per session. Own instructor to be competent user of harnesses and helmets.

Kayaking Groups of 8 people per instructor Half/Full Day

Open Canoes

Groups of 8 people per instructor Half/Full Day

Rafting

Groups of 8 people per instructor Half/Full Day

Bell Boating

Groups of 8 people per instructor Half/Full Day

Indoor Archery

Maximum of 9 people per session

Outdoor Archery

Maximum of 9 people per session

Rifle Shooting

Maximum of 9 people per session.

Scouts MUST have Parental Permission Forms as per POR

Sailing

Half or full day sessions, max of 8 people taking part
Includes mini bus transport to Rivington reservoir nearby

Pedal Cars

Priced per hour

Grass Sledges

Priced per hour

Mountain Bikes (10 available)

Pioneering FOC

Large selection of poles available.
Advisable to bring own ropes or we can hire rope / pulley kits

Orienteering

Junior (1Km) and Senior (1.5Km) courses available. Includes map, control description and control card per person/team

Beaver Trail

Price per team, includes clue sheets and check list for leader

Terms & Conditions

- Activity bookings require a 25% deposit to secure the booking
- When booking self-led activities that require a NGB qualification or permit to operate, these must be shown on-site before undertaking the activity.
- For all water activities, trainers should be worn and towels brought to the activity. A shower and change of clothes is recommended following the activity.
- Activity Instructors are qualified volunteers and bookings depend upon their availability. Flexibility on timings may be required
- Inclement weather may affect the ability to deliver outdoor activities. Alternatives will be offered wherever possible. The decision to cancel or delivery rests with the Centre Manager or appropriate Instructor
- Booking in advance is highly recommended and instructed activity requires a minimum of 4 weeks notice
- Groups should arrive promptly for sessions so as not to impact upon others.
- Additional charges will apply where loss or damage of equipment happens due to misuse or neglect
- Group leaders must ensure their party are medically and temperamentally fit to undertake the activity and are able to meet activity requirements i.e being able to swim for water activities.
- In submitting an activities booking. Leaders are confirming their acceptance of our terms & conditions and agreeing to comply with the appropriate guidance and regulations by their member organisation



FACILITIES

- 1 Reception
- 2 Car Park
- 3 Canteen
- 4 Accommodation Barn
- 5 Crew Quarters
- 6 Explorer Cabin
- 7 Toilet Block
- 8 Campfire Circle
- 9 Refuse Skip
- 10 Wood Pile & Altar Fires
- 11 Recycling
- 12 Washing-Up

ACTIVITIES

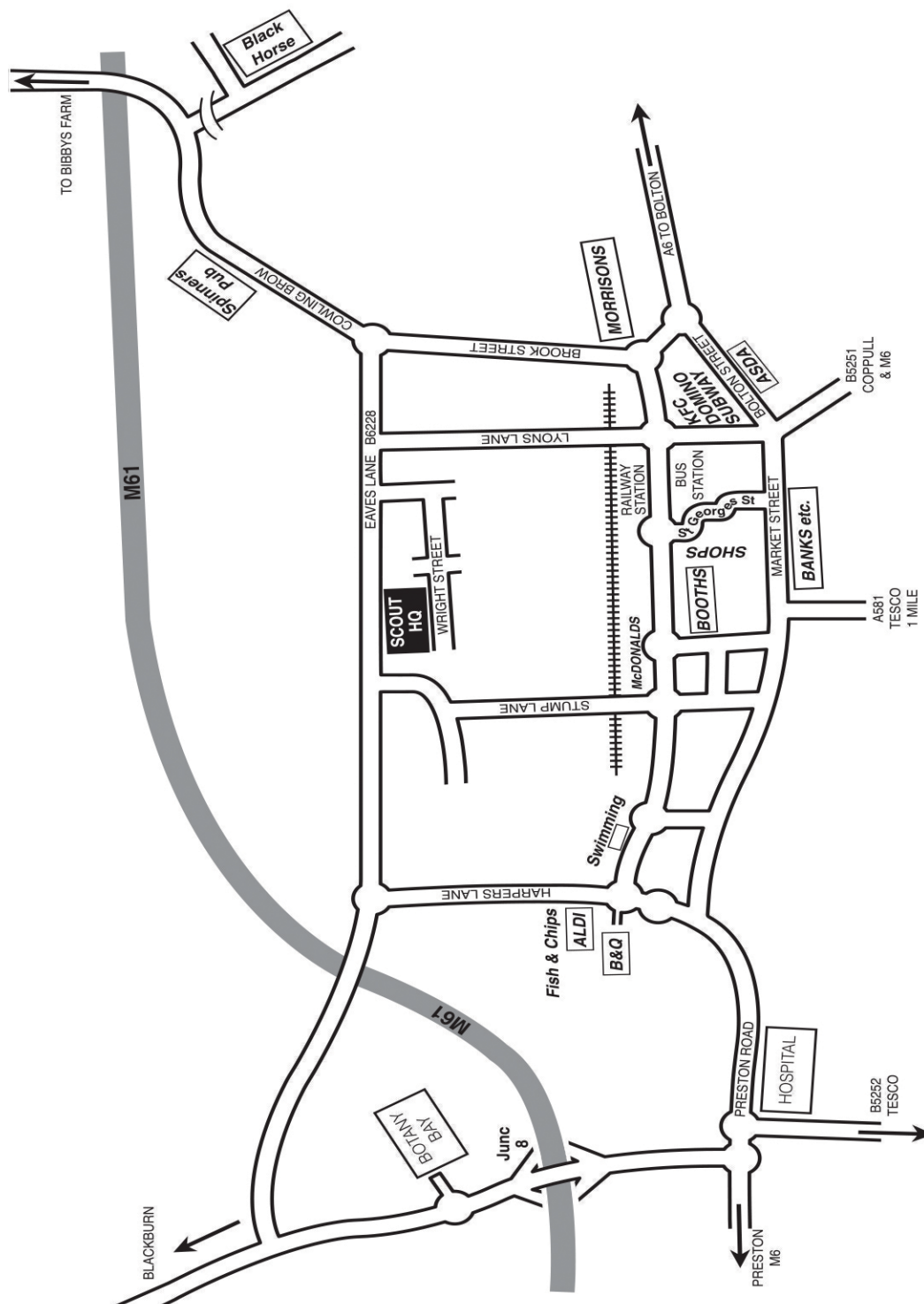
- | | |
|------------------------|--------------------|
| A Aerial Runway | J Activity Barn |
| B Crate Climbing | Indoor Archery |
| C Rope Bridge | Rifle Range |
| D Climbing & Abseiling | Indoor Climbing |
| E Archery | Indoor Crate |
| F Pedal Car Track | Stacking |
| G Grass Sledging | K Water Activities |
| H Orienteering | Canoeing |
| I Low Rope | Kayaking |
| | Rafting |

NOTICES:

Please help us to keep Bibbys Farm a clean and tidy and happy site for all users by abiding with the following.

Please:

- Check in on arrival and sign the fire book
- Settle your account and check out before departure
- Place all bagged rubbish in the big red skip
- Obtain a clear plastic bag from reception for all your recycling (Paper, card, plastic, glass, metal) and deposit in our recycling bins
- Use alter fires and return after use. Waste ashes to go in the blue ash bin near the wood pile
- Use firewood sparingly
- Use the washing-up area but wipe down after use & remove waste
- No smoking on-site, please use the exit road out of sight of young people
- We hold a flagbreak at 09:30 each morning on the Assembly Field
- Don't drop litter & please assist by picking up any you see
- Vehicles to keep off all grass areas, stick to site 10mph limit and return to car park after unloading
- Use trolleys to move your kit but return after use



EMERGENCY PROCEDURES

FIRE / EMERGENCY PRECAUTIONS NOTICE

- All visitors must ensure that all passage ways, corridors, staircases and doorways are free from obstruction at all times.
- Self-closing fire resistant doors must not be wedged or hooked open.
- All visitors should ensure that all members of their group know the exact location of all exits.
- All visitors should ensure that they are familiar with the location of their **emergency assembly point which is the car park.**
- No-one should return to the building after or during emergency evacuation until the duty warden gives consent.
- No-one is allowed to leave the assembly point unless permission is given by the duty warden.
- Whilst it is the responsibility of the duty warden to call the emergency services, if he/she is not immediately available the person discovering the fire should call the emergency services. It is the responsibility of visitors to ensure that the duty warden is made aware of any emergencies.

UPON DISCOVERY OF A FIRE

- Shout fire
- Leave the fire area immediately
- Close all doors behind you
- Activate the fire alarm
- Use the exit to leave the building
- Ask the duty warden to call the emergency services, or call yourself from a safe location

UPON HEARING THE FIRE ALARM

- Leave the building immediately using the nearest exit and proceed without delay to the assembly point
- Close all doors behind you

CAUTION

- If smoke is thick in the corridor use an alternative exit.
- Or it may be safer to stay in your area close to a window where you can be seen and await rescue.
- Close the door and put a wet towel along the bottom of the door

STAY CALM AT ALL TIMES

CONTACT DETAILS:

Bibbys Farm Scout Camp Site & Activity Centre
Charnock Back Lane, Heath Charnock, Chorley
Lancashire PR6 9DL

Site telephone: 01257 249391

Emergency Number (Centre Manager) 07792 540560

Grid Reference: SD 604 168

Website: www.bibbysfarm.org.uk

Booking Office: booking.office@bibbysfarm.org.uk



HEALTH AND SAFETY STATEMENT

Ref. No. SN.7/H + SN.2/A

Bibbys Farm Limited policy is to provide safe and healthy working conditions for Centre personnel and all users of its facilities.

1. The Safety Officer for Bibbys Farm Scout Campsite and Activity Centre (the Centre) is Mr. Norman Theaker.
2. Any Member of Personnel becoming aware of unsafe working practices, or unsafe equipment or working conditions should report this to the Safety Officer or, in any emergency, to the Duty Warden of the campsite. Near misses should also be reported.
3. The topic of "Health and Safety" will be on the agenda of meetings of the Sites Committee at least three times each calendar year.
4. The Centre, by the nature of its environment and activities has a variety of potential dangers and risks not normally present in a workplace. The presence of quarries, trees, tree surgery equipment, open fires, pressure stoves, reservoirs, ponds, adventure courses, climbing towers / walls, water activity facilities (paddling, kayaking, rafting and sailing), vehicles, office and workshop tools and equipment: as well as the use of the sites by large numbers of young people, means that all centre personnel, instructors, voluntary helpers and users must be particularly vigilant and continually searching for safe working practices.
5. Particular but not exclusive dangers are
 - Tractors, trailers, site machinery and other vehicles used by employees of Bibbys Farm Limited and / or by authorised centre personnel only
 - Reservoirs, ponds and quarries
 - Climbing Walls and/or Towers
 - Wood Piles
 - Roofs of buildings
 - Adventure Courses.
 - Footbridge Access across Motorway

Leaders of visiting groups must ensure that all their members are properly supervised at all times whilst on site since there is equipment on site some of which is provided for the members enjoyment and is dangerous if used unsupervised. Whilst the Centre Personnel will keep a look out for dangerous behaviour it is the visiting Leaders who are responsible for the safety and supervision of their members.

6. It is a requirement that all who use the Centre facilities act in a reasonable and proper way with regard to their personal behaviour, their care of the facilities, the conduct of activities, the duty of care, risk assessment and health and safety issues. In particular, ALL users are expected to abide by the Scout Association's alcohol policy as per Factsheet: FS185092
7. It is a further requirement that those who conduct activities have the appropriate training, expertise, accreditation, authorisation, and where appropriate, qualifications to do so
8. NOTE – The Group leader must remain on the relevant site whilst his group is under instruction from Centre Personnel. He should have in his possession all documentation referring to names, addresses and home contact details of the Group under instruction.
9. CHILD PROTECTION MEASURES - It is the policy of The Scout Association to safeguard the welfare of all members and users of its premises by protecting them from physical, sexual, and emotional harm.

In order to meet these responsibilities, Bibbys Farm Limited require that users of its facilities sign below, undertaking that all adults in their party are deemed as suitable to work with young people by their own organisation and that any contravention of the Scout Association's Child Protection Code of Practice could lead to the Scout Association initiating its reporting and referral procedures.

NOTE: Making a signature of acceptance of the above requirements is an integral part of the booking form and a pre-requisite of anyone using the site or its facilities

Read, accepted and signed on behalf of Userdate

Position in users organisation

Signed on behalf of Bibbys Farm Limited 

One copy to be retained by user & one copy to be signed by user & returned with Booking Form.

Accommodation, Camping & Day Visit Price List 2015



Day Visit Fees

	Bolton Scouts	Scout / Guide	School / Youth
Part-day Visit Fee up to 5 Hours	£1.00	£1.00	£1.50
Day Visit Fee over 5 Hours	£1.50	£1.50	£2.00

Camping Fees

	Bolton Scouts	Scout / Guide	School / Youth
Camp Fees - Per Person, Per night	£3.60	£4.40	£5.00

Accommodation Fees

Bedroom Options	*Min	*Max	Downstairs			Upstairs		
			Canteen	Kitchen		Canteen / Kitchen		
			Scout/ Guide	School/ Youth		Bolton Scouts	Scout/ Guide	School/ Youth
Kitchen only Per 24 Hrs	0	0	£102	£160		--	--	--
Kitchen only Per Day / Part Day		0	£60 / £45	£70 / £40	£90 / £50	£24 / £15	£30 / £25	£40 / £30
2 Bedrooms (6 & 7)	12	16	£185	£240		--	--	--
2 Bedrooms (6 & 7) plus additional camping	12	16	£130	£160	£200	--	--	--
4 Bedrooms (6 & 7)	18	28	£208	£260	£324	--	--	--
3 Bedrooms (6 & 3)	22	22	--	--	--	£140	£175	£217
5 Bedrooms (1,2,3,4,5)	34	34	--	--	--	£175	£218	£273
7 Bedrooms (1,2,3,4,5,6)	36	50	£315	£392	£490	£246	£306	£383
			Downstairs			Upstairs		
			Bolton Scouts	Scout / Guide	School / Youth			
Entire building	36	50	£350	£434	£543			
Disabled (Where one or more residents have a mobility issue)	36	50	£246	£307	£383			
* Additional people sleeping inside the building (i.e. people above the "min" number)			£5.00	£6.25	£7.75			

Activities Price List



Instructed Activities	Max Group	Session	Bolton Scouts	Scouts/ Guides	School/ Youth
Abseiling	6	1Hr	£26.25	£28.75	£33.75
Climbing Zone 1	12	1Hr	£38.00	£42.00	£47.25
Climbing Zone 2	6	1Hr	£26.25	£28.75	£36.75
Indoor Climbing	12	1Hr	£38.00	£42.00	£47.25
Aerial Runway	9	1Hr	£31.50	£35.00	£39.50
Crate Climbing	9	1Hr	£22.00	£25.25	£27.50
Kayaking (Per Kayak)	18 Kayaks	1Hr	£5.75	£6.25	£7.50
Open Canoeing (Per Canoe)	4 Canoes	1Hr	£11.50	£12.00	£14.00
Rafting (up to 4 rafts)	6	1Hr	£21.00	£22.00	£25.25
(Per Raft)	6	2Hr	£36.75	£40.50	£46.00
	6	3Hr	£42.00	£46.25	£52.50
Bell Boating		1Hr		TBC	TBC
Indoor Archery	9	1Hr	£29.50	£32.50	£36.75
Outdoor Archery	9	3Hrs	£84.00	£92.50	£105.00
Rifle Shooting	9	1Hr	£31.50	£35.00	£36.75
Sailing	8	Half Day	£100	£160	Call for info
	8	Full Day	£100	£240	Call for info

Self-Led Activities	Max Group	Session	Bolton Scouts	Scouts/ Guides	School/ Youth
Abseiling	6	1Hr	£18.00	£19.75	£22.25
Climbing Zone 1	12	1Hr	£31.00	£23.00	£26.25
Climbing Zone 2	6	1Hr	£18.00	£19.75	£22.25
Indoor Climbing	12	1Hr	£21.00	£23.00	£26.25
Crate Climbing	9	1Hr	£13.50	£15.25	£17.00
Rope Bridge	9	1Hr	£20.00	£22.00	£25.00
Kayaking (Per Kayak)	18 Kayaks	1Hr	£3.75	£4.25	£4.75
Open Canoeing (Per Canoe)	4 Canoes	1Hr	£7.25	£8.00	£9.25
Rafting (up to 4 rafts)	6	1Hr	£15.75	£17.50	£19.75
(Per Raft)	6	2Hrs	£26.25	£28.75	£33.00
	6	3Hrs	£31.50	£34.75	£39.25
Indoor Archery	9	1Hr	£21.00	£23.00	£26.25
Outdoor Archery	9	3Hrs	£60.00	£66.00	£75.00
Rifle Shooting	9	1Hr	£21.00	£23.00	£26.25
Pedal Cars (Per Car)	4	1Hr	£6.50	£7.25	£8.00
Grass Bikes (Per Bike)	6	1Hr	£4.25	£4.75	£5.25
Mountain Bikes (Per Bike)	16	3Hrs	£10.00	£11.00	£12.50
	16	6Hrs	£15.00	£16.50	£18.75
Pioneering		Half Day	£7.50	£8.25	£9.50
		Full Day	£15.00	£16.50	£18.75
Orienteering (Per Card)			£0.50	£0.55	£0.60
Beaver Trail (Per Card)			£0.50	£0.55	£0.60
Playground			FOC	FOC	FOC

Bibbys Farm Scout Camp Site

Provisional Booking Reminder



16 Hr First Aid Course

Booking N° 207

You have been allocated the following: Barn-UCK.

From the Morning of Sat 31/Oct/15 to the Evening of Sun 1/Nov/15

Booked by:

Pete Sturgess
Bibbys Farm Scout Activity Centre
Back Lane
Heath Charnock
Chorley
LANCASHIRE PR6 9DL
Tel: 01257 249391

Reply to:

Bibbys Farm Scout Camp Site
Charnock Back Lane
Heath Charnock
Chorley, Lancashire
PR6 9DL

booking.office@bibbysfarm.org.uk Tel: 0300 20 10 077

Booking Received on Mon 21/Sep/15 10:23:05

Printed on Thu 29/Oct/15 11:09:01

Your facility will be available from:-10:00hrs. Arrival before this time requires approval by the Centre Manager.

Please vacate the facility by:- 22:00hrs. Departure after this time requires approval from the Centre Manager

Please note: Site times and dates allocated may be different from those requested, please double check them

Facility	From Date	Time	To Date	To Time	Days	DayRate	Cost
Barn-UCK	Sat 31/Oct/15	Morning	Sun 1/Nov/15	Evening			
Total							£0.00

Event below have been booked in association with your booking.

Event	Date	Start	N°
16Hr First Aid	Sat 31/Oct/15	10:00	1

Loss	Cost
£0.00	£0.00
Total	£0.00

Camper Days for:

31 Oct: 0; 1 Nov: 0;

Total Person Days: 0

Person Rate: £2.00

Person Cost: £0.00

Sundries:

Camping Eq.: £0.00

Tuckshop: £0.00

Total Person Cost: £0.00

Totals:

Amount

Person Fees: £0.00

Facility Fees: £0.00

Activities: £0.00

Equipment: £0.00

Event: £0.00

Sundries: £0.00

Grand Total: £0.00

Payments made:

Balance Due: £0.00

Signed

Centre Manager

Bibbys Farm Scout Camp Site

Provisional Booking



16 Hr First Aid Course

Booking N° 207

You have been allocated the following: Barn-UCK.

From the Morning of Sat 31/Oct/15 to the Evening of Sun 1/Nov/15

Booked by:

Pete Sturgess
Bibbys Farm Scout Activity Centre
Back Lane
Heath Charnock
Chorley
LANCASHIRE PR6 9DL
Tel: 01257 249391

Reply to:

Bibbys Farm Scout Camp Site
Charnock Back Lane
Heath Charnock
Chorley, Lancashire
PR6 9DL

booking.office@bibbysfarm.org.uk Tel: 0300 20 10 077

Booking Received on Mon 21/Sep/15 10:23:05

Printed on Thu 29/Oct/15 11:07:19

Your facility will be available from:-10:00hrs. Arrival before this time requires approval by the Centre Manager.

Please vacate the facility by:- 22:00hrs. Departure after this time requires approval from the Centre Manager

Please note: Site times and dates allocated may be different from those requested, please double check them

Facility	From Date	Time	To Date	To Time	Days	DayRate	Cost
Barn-UCK	Sat 31/Oct/15	Morning	Sun 1/Nov/15	Evening			
Total							£0.00

Event below have been booked in association with your booking.

Event	Date	Start	N°
16Hr First Aid	Sat 31/Oct/15	10:00	1

Loss	Cost
£0.00	£0.00
Total	£0.00

Camper Days for:

31 Oct: 0; 1 Nov: 0;

Total Person Days: 0

Person Rate: £2.00

Person Cost: £0.00

Sundries:

Camping Eq.: £0.00

Tuckshop: £0.00

Total Person Cost: £0.00

Totals:

Amount

Person Fees: £0.00

Facility Fees: £0.00

Activities: £0.00

Equipment: £0.00

Event: £0.00

Sundries: £0.00

Grand Total: £0.00

Payments made:

Balance Due: £0.00

Estimated costs are based on provisional numbers given and fees at the time of printing.

Site Fees change on 1st January each year so please check the costs that apply to year of your stay.

These are published at the end of September for following year.

A 25% is now required to confirm the booking.

Please sign and return a Health & Safety Statement

Signed

Centre Manager

TIMELINE OF A BOOKING

- 1 Bookings may be submitted by any number of methods. The preferred option is for a booking to be placed via the on-line form at:
<http://www.bibbysfarm.org.uk/booking/book-now/>
Additionally, paper-based forms may be downloaded or requested, completed and submitted in person or via the Royal Mail. Provisional bookings may also be taken verbally.
- 2 On receipt of a booking by any of the above methods, the details should be checked and inputted into the CampMan booking system by any authorised user of the system. A booking consists of one or more of the following:

An Accommodation request
A Camping request
A Day or evening visit request

Activities may be booked at this point or added at a later date.

Once entered, CampMan will generate a "Provisional Booking" PDF which is then e-mailed to the customer and saved in the CampMan Dropbox folder.
A hard copy should then be printed and saved in the booking folder in the office.
- 3 The Provisional Booking remains so until both a deposit (25% of fee) and a completed Health & Safety Statement has been received. Customers are notified through the terms & conditions that in particular, the deposit should be received within 2 weeks of placing the provisional booking.
The Centre Manager reserves the right to "confirm" certain bookings without the need for a deposit for certain bookings.
- 4 The deposit may be paid by any of the following methods:

Cheque made payable to "Bibbys Farm Ltd"
Cash (In person, not through post)
BACS
PAYPAL

The detail for these are indicated on the web site.
- 5 Once the deposit is received and recorded in CampMan, the booking is changed to a "Confirmed Booking" and CampMan produces and e-mails a PDF "Booking Confirmation" to the customer.
- 6 At regular intervals, the booking administrator will check on the status of all bookings and issue reminders for overdue deposits and Health & Safety Statements.

- 7 Should a new booking arrive where it clashes with an existing provisional booking, in the first instance, the customer with the provisional booking will be offered the option to pay a deposit to confirm the booking. If this cannot be done in a timely manner, the facility will be offered to the new booking on receipt of a 25% deposit.

- 8 On arrival, bookings will be checked to ensure a Health & Safety statement has been completed for each booking and one completed there and then if still outstanding.
During the period of the booking, any changes to numbers, activities and charges will be made and updated on the CampMan booking system.
In the majority of cases, the account will be settled by the customer before departure, the payment recorded on CampMan and a receipt showing a zero balance issued.
Certain customers such as Schools & Colleges may request the ability to pay following the visit and must be agreed by the Centre Manager prior to the booking being accepted. An invoice will be issued upon departure and should be settled as soon as practically possible by the customer.