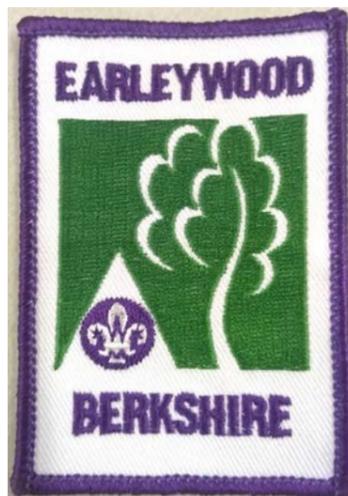




Earleywood Campsite
and Scout Centre



INFORMATION PACK



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Earleywood Campsite
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INTRODUCTION

Thank you for considering Earleywood for your future camp / event, to help you make your decision easier we have provided on the following pages some information that you may find helpful:

Earleywood is a woodland campsite that offers fantastic facilities for camping and meetings for Scouts, Girl Guides, Youth Groups and Community organizations.

We are located in Sunninghill near Ascot just off the A30 which is approximately 3 miles off the M3 Junction 3 and 11 miles of the M4 Junction 10.

Our full address is:

Earleywood Scout Centre
Bagshot Road
Sunninghill
Berkshire
SL5 9JP

Our site is very secluded and safe, it feels like you are in a Woodland Wilderness. Scouts and Guides of all ages love the opportunity to camp with wood fires. We have a superb Climbing Tower with bouldering wall, an Indoor Archery & Rifle range and outdoor activities such as crate staking and pioneering. (Some of these events require qualified instructors being present).

Our car park can accommodate around 30 cars/vans. Coaches can enter the site but they would find it difficult to turn around if the car park was full.

We have two buildings known as the "Scout Centre" which has a kitchen, toilets and shower facilities with the bonus of 12 bunk beds being available, the other is the "Rowney" building which is more of an outdoor unit but also has a kitchen. This unit tends to be very useful on wet days.

Our camping facility also includes an external male / female toilet and shower block, this also includes a washing up area.

I am sure our facilities will suit you, but should you have any questions or you may wish to make a special trip to view the site please contact bookings.earleywood@gmail.com

Thank you.



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SITE & LOCAL INFORMATION

Thank you for choosing Earleywood for your camp / event, below is some information that you may find useful:

Arrival

A member of the Earleywood welcome team will either be on hand upon your arrival or will have opened in advance of your stated arrival time. However, please be aware that we do NOT have an on-site warden or service team during your stay.

Care is needed on entry & exit from the site due to a sharp bend in the road and trees causing restricted view.

Please ensure you confirm what time the first visitor will arrive as this could be different to your scheduled time so we can make arrangements to open the site.

Should you have any technical issue whilst on site we will aim to deal with it, however this cannot be guaranteed. We would ask that you note any issues and pass this on to us following your stay.

Site Boundaries/Neighbours

Private residences bound the site on 3 sides. Please do not cross any of the streams, which form the boundaries of the campsite. Please respect our neighbours by keeping all unnecessary noise to a minimum and by not allowing any noise between the hours of 22.30 and 08.00.

Minor Injuries & Hospital

Bracknell Urgent Care Centre, London Road, Bracknell, RG12 9BG is open from 8.00am to 8:00pm, 365 days a year. Phone: 01344 551100

Hospital options are;

Wexham Park Hospital, Wexham, Slough SL2 4HL – Phone: 01753 633000

Frimley Park Hospital, Portsmouth Rd, Frimley GU16 7UJ - Phone: 01276 604604

The site postcode is SL5 9JP and we are situated on Bagshot Road, Sunninghill.

If in doubt, please call 999 quoting our postcode noted above.



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Accidents & First Aid

Campers are responsible for the provision of their own First Aid.

All accidents must be recorded in the accident book located on site, this is situated in the main reception area.

Camp Fire

Feel free to use the campfire circle, however, please do not build your fire too large to avoid accidents. Fire buckets should be made available for use by the group organiser and kept close to all fires.

External Water

There are stand pipes situated on site. Please try to make sure they are turned off properly and not left dripping. There is a shower block on site that has external sinks for washing up etc. Please **DO NOT** leave taps running when you have finished.

Antibacterial Soap

Our sewage system relies on bacteria to break down the waste. Please **DO NOT** bring or use on site antibacterial soaps and bleaches as these will kill the precious sewage bacteria. To comply with the law all waste water including shower water must go into the sewage system. Earleywood will provide suitable soaps and cleaning materials for your use. Shampoo and Body wash should be supplied by the user.

Chapel

The Ken Buckland Chapel is situated on the main path near the Rowney Building and is available for everyone's use during your stay.

Security

We would recommend that during your stay the front entrance gates should be locked overnight.

For overnight stays in the "Scout Centre" or "Rowney Building" we have installed "Cooper Bolts" which enable doors to be locked but allow emergency egress if required.

Visitor Attractions

There are several visitor attractions within easy reach of the site including Windsor Castle, Windsor Great Park, Virginia Water, Savill Gardens, Legoland, Thorpe Park



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and Chessington World of Adventures. London is easily reachable by rail from Ascot or Sunningdale Station.

In the vicinity, there are also swimming pools, an ice rink, ski slope and a mountain bike course along with other sporting facilities.

Site Badges

Blanket badges are available at £1 each, please let us know if you would like badges and a member of the welcome team will be able to arrange these for you.

Parking (Additional)

If you are booking for a larger event and could require additional dropping off or overnight parking this could be arranged. Whilst this isn't guaranteed negotiations with our neighbours may provide local overflow parking. Please request additional information when you are making your booking.

Waste

All waste materials and recycling **MUST** be removed from site at the end of your visit. We suggest food waste, paper and cardboard is burnt.

- NB: For whole site bookings of more than 150 persons please select the 'whole site booking with skip' where you will be charged for a skip.
- If you intend to remove all waste from site and you do not require a skip please select 'whole site booking' and you will not be charged.



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SITE RULES – ALL USERS

1. Parking is only permitted in the designated areas and vehicles (other than emergency) are not permitted past the middle gates at any time.
2. Tents should not be pitched on the central lawn / arena area.
3. Dogs are not permitted on site at any time (other than registered assistant dogs).
4. Open camp fires are permitted in the designated fire areas. Fires should not be left unattended and must be doused before you leave. Unused wood must be returned to the wood pile before you leave.
5. Our sewage system relies on bacteria to break down the waste. Please DO NOT use antibacterial soaps or bleaches as these will kill the precious sewage bacteria.
6. Always consult your own risk assessment before you start any activities on site.
7. No ball games are allowed in the Scout Centre.
8. Care should be taken when moving furniture and especially when using collapsible tables and chairs.
9. Respect our neighbours at all times. Please respect our neighbours by keeping all unnecessary noise to a minimum and by not allowing any noise between the hours of 22.30 and 08.00.
10. There are several Memorial items on site such as benches, plaques and places. Please respect these items and only use these for their intended use.
11. All groups should appoint a supervisor to regularly check cleanliness and operational function of the site (including the toilets and buildings).
12. Campers are responsible for the provision of their own First Aid.
13. All waste materials including recycling MUST be removed from site at the end of your visit. We suggest food waste, paper and cardboard is burnt.
14. Please report any problems, concerns, damage, fallen trees, to Earleywood via email when you leave.
15. Ensure that all taps and lights are turned off including heating and hot water before you depart. The site and buildings used must be left clean and tidy, please do not leave any food in cupboards or fridges.

These simple rules make the running of Earleywood a better place for everyone, Thank you.

www.earleywood.org.uk



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MAKING A BOOKING

The Earleywood Campsite is a Scouting facility managed by a volunteer group known as the "Earleywood Management Board" (EMB)

These "EMB" volunteers are made up of South & South East Berkshire Scout district members who share the responsibility of duties and roles.

Earleywood is self-funding and in order to continually improve the site facilities and your experience we need your support. Our ethos is to ensure that all "young visitors" enjoy their stay, remember the experience and want to return.

WHAT YOU NEED TO DO

1. If you want to use Earleywood for any reason you must make a booking via www.earleywood.org.uk and click on the link 'Book' this will take you to our new booking system www.onlinescoutmanager.co.uk/v/earleywood
2. Please note that a verbal conversation is NOT a booking.
3. Bookings for activities must be made a minimum of three (3) weeks in advance of the required date.
4. If your booking is available, you will receive a confirmation of your booking by email, along with an invoice to cover your stay or activity.
5. For any queries or questions you may have please email bookings.earleywood@gmail.com and we will get back to you.



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BEFORE YOU LEAVE

- ✓ Lock the toilet block doors and make sure that no taps are left running and the toilets are not blocked.
- ✓ Make sure the hosepipe is wound up and not running.
- ✓ Check Rowney kitchen for cleanliness, check taps, lights, heaters and fridges are off and fridge doors are left open.
- ✓ Check if any equipment used has been put away neatly.
- ✓ Stack all plastic chairs and put tables away.
- ✓ Check Scout Centre toilets, taps - showers and turn off lights.
- ✓ Turn off hot water switch.
- ✓ Check Scout Centre is left clean and tidy and kitchen is clean.
- ✓ Check all chairs are put away in racks provided. Clean the tables and stack neatly.
- ✓ Turn off cooker and unplug Fridge and Freezer if used. Doors to fridge and freezer should be left open.
- ✓ Turn off outside tap master valve.
- ✓ Make sure all heaters are turned off (important, the off peak switch should be left on, the on peak switch should be turned off)
- ✓ Turn off master heating switch.
- ✓ Hoover the carpets in all areas and put away hoovers in the cupboard.
- ✓ Turn off all lights including side rooms and cupboards.
- ✓ Lock the hall doors, Check emergency exit doors are closed.
- ✓ Check no rubbish has been left on site, ALL WASTE MUST be removed from site.
- ✓ Have a general look around site, put away trolleys in compound.
- ✓ Move unused pallets or wood back to the wood store, do not leave this around the campsite.
- ✓ Lock the gates when you leave.
- ✓ Please provide via email any feedback from your visit.



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USE OF WOODPILE GUIDANCE

For some time wooden pallets have been donated by various organisations for use mainly as a source of firewood but also for other purposes.

However, everyone should be aware that -

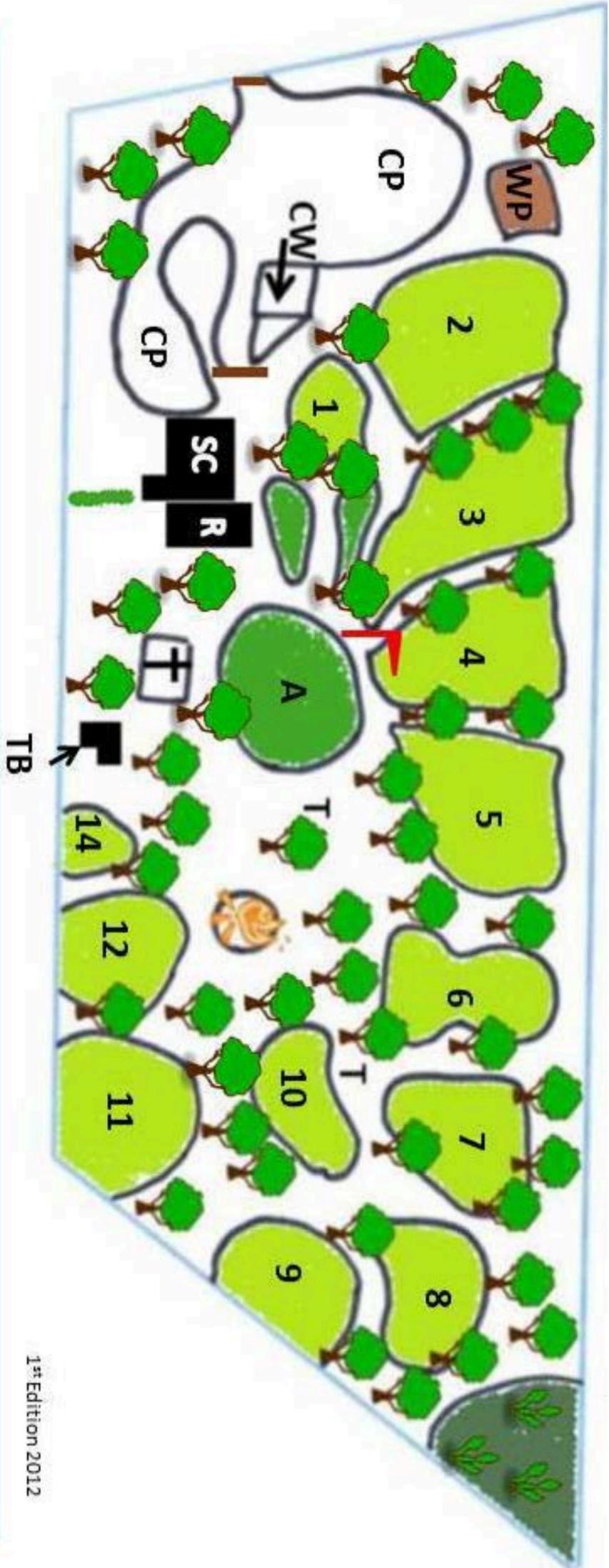
- A) they contain nails, which are a potential source of injury,
- B) they should be of the untreated type,

Some pallets are painted or otherwise treated which will create toxic fumes when burnt and possibly cause environmental issues, therefore, any pallets painted or suspected of having any other treatment should not be used.

For the above reasons an alternative supply of wood is being sought but until this becomes available the use of pallets can continue, provided that they are included in Risk Assessments for all relevant activities.

Protective gloves & footwear should be worn if possible.

Young people should be supervised at all times when collecting or returning materials from and to the wood pile.



1st Edition 2012

<u>Key</u>	
CP – Car Park	1-14 – Campsites
WP – Wood Pile	SC – Scout Centre
CW – Climbing Wall	R – Rowney Building and Rifle Range
TB – Toilet Block	T – Tap
	– Camp Fire
	– Marsh Area (KEEP OUT)
	– Flag Pole
	– Chapel
	A – Arena