

Booking Terms and Conditions

Suffolk County Cub Camp 2024

Suffolk County Cub Camp 2024 is a Scouting based activity camp run by Suffolk Scouts for Cub Scouts of Suffolk.

For participants the event begins with the official opening at 20.00 hours on 3 May 2024, ending on 12.00 hours on 6 May 2024.

The Event will be run in accordance with and following the rules laid out in the Scout Association's Policy Organisation and Rules (POR). All Participants, Leaders, and Volunteers must comply with and are taken to accept:

- (i) POR; and
- (ii) these terms and conditions (as amended) from time to time; and
- (iii) where they do not conflict with POR or these booking terms and conditions, or any Event policies and instructions issued from time to time by either the Promotor or the Event Leadership Team.

These terms and conditions will come into force at the time of Registration and will remain in full force until six (6) months after the close of the event.

1. DEFINITIONS

- "Approved Booking System" means the booking process system used by the Event Leadership Team to record participant information and enable Unit Leaders to register for the Event
- "Camp Leader" means the Assistant County Commissioner (Cub Scouts) Suffolk or their authorised delegate
- "Event" means the Suffolk County Cub Camp 2024
- "Unit" means the entity specified in the registration form/booking form booked to attend the Event
- "Participants" means the young people at the start date of the Event named in the Registration Form who will be attending the Event as members of the Unit.
- "Leader" means any adult named in the registration/booking form all of whom shall be taken to have joint responsibility for the Participants
- "Programme" means the events and activities provided by the Event Leadership Team as part of the Event.
- "Promoter" means Suffolk County Scout Council

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- “Registration” becomes effective when the Promotor or anyone acting on its behalf acknowledges the Unit’s delivery of an electronically submitted completed registration/booking form using the Approved Booking System together with payment of the deposit required by these terms and conditions
- “Event Leadership Team” means the team appointed and authorised by the Promoter to organise, plan, control and deliver the Event under the direction and supervision of the Camp Leader
- “Site” means Hallowtree Activity Centre or any venue at which the Event Programme or any part of it takes place
- “TSA” means the Scout Association
- “Unit Leader” means the Leader designated in the registration/booking form as the lead Leader for the Unit and who will be taken to manage the Unit
- “Volunteer” means an adult who has volunteered to assist, run, manage or in any way support the Programme or Unit as the case may be.

2. BOOKING AND PAYMENT

2.1 All monetary amounts referred to in these booking conditions are in GBP.

2.2 The fees for attending the Event which are all exclusive of any catering costs, are:

2.2.1 - Participant Fee – fifty pounds (£50.00) (Participant Fee);

2.2.2 - Leader and Young Leader Fee – twelve (£12.00) pounds (Leader/Young Leader Fee where the context so requires);

2.2.3 – Overnight Staff Fee – twelve (£12.00) pounds

and where the context allows collectively hereafter referred to as “Fees”

2.3.1 The Unit shall pay a non-refundable deposit of ten (£10.00) pounds per person at the time of Registration to secure the number of places (both Participants and Leaders) named in the registration/booking form. The Unit Leader is responsible for the accuracy of the information provided on the registration/booking form including all subsequent information provided to the Event Leadership Team concerning a Unit’s booking. Payment must be in the form of cleared funds in accordance with the Approved Booking System by a BACS transfer. Registration will not be accepted until payment of the deposit has been received. The Unit Leader must check the booking confirmation for accuracy because it may not prove possible to correct all errors at the Event. Any errors discovered must be notified by the Unit Leader by e-mail to the Event e-mail address given on acknowledgment of the Registration.

2.3.2 Where a Unit secures a booking the balance Fees shall be paid by a means set out in clause 2.3.1 by 22 March 2024

2.3.3 Additional places may be available after the 22 March 2024 only with the Camp Leader's approval for which payment will be required in full.

2.4 The Fees do not include travel to and/or from the Event nor is the cost of an individual's personal or any Unit equipment, fuel or catering costs.

2.5 All adults attending the Event or otherwise present (in whatever capacity) must satisfy and comply with TSA's child protection and safeguarding policies both at the point of booking their place and for the duration of the Event.

2.6 The Unit Leader is responsible for ensuring that all Leaders and Volunteers attending the Event as a member of their Unit must be in possession of a valid Scout DBS for the duration of the Event. Any adult failing to fulfil this requirement will not be allowed on the Site or if already on Site will be asked and required to leave immediately. No Fees are refundable under the circumstances of an individual leaving the Event as a consequence of this term.

2.7 The Unit Leader is responsible for ensuring that the appropriate Leader to Participant ratios as detailed in POR are satisfied and maintained at all times. The Camp Leader or their delegate reserves the right to restrict Leader numbers for a Unit where the numbers of Leaders proposing to attend are disproportionate to the number of Participants.

2.8 The Event Leadership Team reserves the right to withdraw, alter or vary the Programme (which may include any publicised activities and events) without notice or consultation and without any obligation to refund all or any part of the Fees specified in clause 2.2 of these terms and conditions.

2.9 All Participants, Leaders and Volunteers must comply with all relevant statutes, safety announcements, Site regulations and all other reasonable requests of the Event Leadership Team whilst attending the Event.

2.10 Breach of any of the terms or conditions or any unacceptable behaviour occurring at the Event will be addressed by the Camp Leader who will decide the necessary consequential actions after taking any appropriate advice. A request to leave the Event will be the decision of the Camp Leader and will be at the financial cost of the individual(s) or Unit being required to leave and return home.

2.11 Participants, Leaders or Volunteers must not undertake any trade or commercial activity on Site without the prior written permission of the Camp Leader.

3. CANCELLATION

3.1 In the case of cancellation or failure to attend the Event by Participants, Leaders or Volunteers, no refund of Fees paid prior to the date of cancellation will be given nevertheless the Camp Leader reserves the right to refund any part (or the whole of a Fee)

where in the Camp Leader's absolute discretion there are exceptional or compassionate circumstances which warrant a refund.

4. INSURANCE

4.1 Unit Leaders are responsible for ensuring their Unit has adequate insurance covering all risks necessary for attending the Event. Neither the Promotor nor the Event Leadership Team accepts any responsibility for personal or group property owned by Participants, Leaders or Volunteers. Individuals should make sure suitable insurance is in place.

4.2 Nothing in these terms and conditions excludes or limits the liability of either the Promotor or the Event Leadership Team for fraudulent misrepresentation. If any term or condition herein is found to be invalid or unenforceable, the remaining provisions will remain effective.

5. PHOTOGRAPHY AT THE EVENT

5.1 The Unit Leader shall inform all Leaders, Young Leaders and Volunteers (including all other individuals attending the Event, whether in a support role or as a guest) of TSA's Photography, video and audio recording requirements at Scout events which can be viewed and read at <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/digital-safeguarding/photography-video-and-audio-recording-at-scout-events/>

5.2 Unit Leaders shall (no later than fourteen (14) days before the Event) provide the Camp Leader with written confirmation that they hold a signed acknowledgement given by each Leader, Young Leader and Volunteer that each has read TSA's Photography, video and audio recording requirements at Scout events and will adhere to its terms for the duration of the Event. The acknowledgement shall be in form PhotoCampF attached to these terms and conditions as Appendix 1

6. UNSPENT EVENT FEE INCOME

6.1 Any surplus after the payment of all costs associated with promoting the Event shall be retained by the Promotor and applied to future activities for funding of County sponsored Cub Scouting activities in Suffolk

7. CONFIDENTIALITY AND DATA PROTECTION

7.1 The Event Leadership Team uses the Approved Booking System to collect personal information about those booking to attend the Event which is collected solely for the purposes of the Event. This information will be used by the Event Leadership Team and or the Promoter only. All personal data about attendees is required so that additional support can be offered if required. The Event Leadership Team or the Promotor may share personal data with third parties should an incident occur. The data provided is securely stored and will be kept for twelve months.

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(12) months after the Event for any queries that arise before being securely destroyed. For further detail please visit Suffolk Scouts' Data Protection Policy on its website.

7.2 In registering for the Event, the Unit Leader agrees to the collection, storage and use personal information included on the registration/booking form on the Approved Booking System to support the application process and for the purposes of running the Event and its associated activities (under the lawful basis of legitimate interest).

7.3 All personal data gathered and provided by the Promoter in connection with the Event shall be held in accordance with TSA's Privacy and Data Protection Policy for the time being in force.

7.4 Under the terms of the EU General Data Protection Regulation anyone on the Event's mailing list has the right to have their information removed and can unsubscribe via the links contained within the Event email. A full copy of the Promotor's privacy notice can be found on Suffolk Scouts website.

8. INTELLECTUAL PROPERTY RIGHTS

The Promoter retains ownership and all intellectual property rights to anything developed and delivered for the Event. Units may use the Event name and logo for publicity purposes only and related to participation at the Event but for no other purposes whatsoever. The logo must not be edited or altered in any manner.

9. OTHER

9.1 Neither the Promotor or the Event Leadership Team shall be responsible for failure or delay of the Programme if caused by an act of war, hostility, sabotage, epidemic or pandemic, act of God, electrical, internet, or telecommunication outage that is not caused by either the Promotor or the Event Leadership Team, government restrictions (including the denial or cancellation of any export or other license); or other event outside their reasonable control.

9.2 The Unit, the Promotor and the Event Leadership Team will use reasonable efforts to mitigate the effect of a force majeure event. If the Event has to be cancelled due to circumstances beyond the control of either the Promotor or the Event Leadership Team money will be refunded to the extent that money has not already been spent or committed to be spent. This may mean that no Fees can be refunded. Such circumstances may include but are not limited to closure of the Site due to an outbreak of a public health concern or similar emergency.

9.3 These terms and conditions may not be modified altered or waived except in writing signed by the authorised representatives of both the Unit and the Promotor.

APPENDIX 1

PHOTOCAMPF.

Headed paper with event logo etc.

I am attending Suffolk County Cub Camp ("the Event") at
..... between2024 and2024.

I confirm that I have read the Scout Association's website publication entitled "Photography, video and audio recording at Scout events", at

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/digital-safeguarding/photography-video-and-audio-recording-at-scout-events/>

I confirm that (i) I understand and accept its content; and (ii) whilst attending the Event and any of its activities, whether on-site at Hallowtree Activity Centre, or elsewhere off-site I will abide by its contents.

Signed.....

Date.....