

Guideacres A-Z

Information for Hirers

NB: The information in the Guideacres A-Z is regularly updated so please take the time to read the details provided

**Activities** There are a number of activities and some sports equipment in the outside storeroom for use by hirers. (See separate list for details). Please ensure all equipment is returned tidily.

 A small climbing frame is located in the main field. Please ensure its use is supervised and included in your risk assessment.

For archery contact the Booking Secretary for further details.

**Barbecue** There is a barbecue (charcoal) in the outside storeroom, but it can be left outside providing the cover is in place. Please provide your own charcoal, clean after use, cover when cold and return to store at the end of your stay.

**Broadband** Broadband is available on site. The wireless key code is **PnNqu4RTRHndMP.** Some parental controls have been set. **It is the responsibility of the guider in charge to monitor internet use of the group while at Guideacres.**

**Bunks** Under **NO** circumstances may the mattresses be moved into other rooms. It would be advisable but not essential for the girls to bring a fitted sheet as the mattresses have plastic, protective covers. Do not move the bunks as this may damage the floor. There are also 4 Z-beds.

**Cars** There is limited parking on site. Please control traffic as **parking or waiting is not permitted in the access road as this causes disturbance to our neighbours and can stop them entering their own properties.** This is particularly important when children are being dropped off or being picked up. Please observe the 5mph speed limit. People with mobility problems should park at the end of the car park nearest the buildings or on the hard standing behind the dormitory.

**Cleaning** Materials for cleaning are kept in the internal Storeroom of Great Oaks. Please clean after your visit and wipe down walls under the hand driers. Please provide your own washing up liquid and cloths.

 Please ensure that all rubbish bins are emptied including those in the toilets and the waste removed from site, the floors are hoovered or washed and kitchen and washrooms cleaned, ready for the next hire.

**Coaches** The access road and drive is not wide enough to allow large vehicles to turn. Please disembark in Kiln Road and access the site on foot. There are 3 trek carts available to transport equipment and which can be found in the store shed to the east of Little Acorns.

**Damage** In the event of damage please contact Booking Secretary for relevant cost so this can be paid with final invoice.

**Disabilities**  Facilities for people with disabilities are available in Great Oaks. An emergency cord is installed in the shower room. A wheelchair ramp is kept in the outside storeroom.

**Dogs** No dogs are allowed on site.

**Drains** Site is on main drainage. On no account may chemical toilets be used, as

 there is nowhere to empty them. Fat must not be disposed of down sinks.

**Extractor fans** Please do NOT turn these off in the toilets for the disabled or the gents.They are timed in with the lights and will switch themselves off after about twenty minutes.

**Fires** Please refer to the Use of Fire document.

 Scatter cold ashes and return all bricks to the brick stores.

 The campfire circle is located on the edge of the woodland.

**Fire safety** Hirers are requested to hold a fire drill practice during a period of residency and note it in the Fire Log on the notice board nearest the kitchen. The fire register should also be filled in for all indoor events. Please familiarize yourself with the Fire Regulations and the location of fire extinguishers and fire blankets.

 See separate document for procedure for safe fire lighting

Under no circumstances are fireworks to be discharged on site.

Please ensure that combustible waste and rubbish are stored carefully until properly disposed of.

Escape routes must be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk should never be located on any corridor that will be used as an escape route.

‘Break Glass’ in the case of fire, alarms are located in both Little Acorns and Great Oaks. Please familiarise yourselves with their location.

Parking must be controlled in case a fire engine needs access.

Personal portable elrctrical devices should be in good working order and where possible be PAT tested prior to use on site.

The fire doors in Great Oaks should not be wedged open at any time.

**First Aid** Please bring your own supplies. There is a bed in the 1st Aid room.

NB - The small fridge in the First Aid room is not medically approved,

**Footwear** All muddy boots/shoes should be removed before entering either building.

**Heating** Great Oaks – The heating is set to only come on to protect the building from frost and freezing. If the heating is required, there is an over-ride switch; see instructions under the over-ride swit ch on the right of the main door.

 **Please ensure no-one climbs or leans on any radiator in Great Oaks.**

Little Acorns has air to air heating, with a remote control located on the East wall

**Kitchen** There is an equipped kitchen including a microwave, a heated towel rail, an instant hot water boiler for drinks and an outside sink. It is recommended however that you bring your own sharp knives and tin openers. Please be careful not to mistakenly remove utensils with your own equipment at the end of your stay. Tea towels and oven gloves are not supplied. Cutlery and crockery is for indoor use only (including the veranda).

**Cooker** There is an instruction booklet in one of the kitchen drawers. To clean the cooker, just wipe with soapy water - do not use any abrasive cleaner. There is a special cleaner for the hob, ­Hobrite, either on the work surface or in the storeroom. Dried-on spills can be **very carefully** scraped off. Baking trays etc. are stored in the ovens or in the cupboard next to the jug cupboard. **The drawer under the cooker is a proving drawer - if used to store baking trays please ensure that they are stored safely and do not impede the opening of the drawer.**

Please disconnect or turn off all appliances used during your visit.

**Keys** There is a coded padlock on the main gate. The padlock should be locked onto the gate when the gates are open – please tumble the code so it is not revealed for all to see. Do not lose the padlock.

Keys for the dormitory are in the kitchen drawer under the 2 cutlery drawers – also a key to the post box. **Please ensure they are returned to the drawer after use**.

**Key Safe &**

**Security Codes** The key safe containing the door key for Great Oaks is located next to the outer storeroom door. You may need a torch, especially at night. To open the key safe touch any button to start, enter code, when the light turns green open within 10 seconds, or it will relock.  The green light means the door can now be opened by pulling on it. If you have trouble opening the key safe try pressing in the top of the door and hold in while entering the code.

Make sure you have the codes for both gate and key safe by contacting Judy Turner (Bookings@guideacres.org, 07906137681) ), or Dilys Haddow (haddowdilys@gmail.com), 07831 819406), or the SE & SW Division Commissioners or any member of the Guideacres committee.

**Please ensure that the main key is returned to the key safe at the end of your visit.**

**Laundry** A rotary line and pegs are provided in the outside storeroom of Great Oaks. The hole for the rotary clothesline is located about 1 metre to the south of the veranda (by the outside store). There is a heated towel rail in the kitchen. Please ensure you turn it off at the end of your stay.

**Lighting** There is stand-by lighting in both buildings.

Lights on the outside of Little Acorns will illuminate the path – the switch is on the rear of Little Acorns.

 **F**or the car park lighting there are switches at both ends of the car park – one on the rear of Little Acorns, the other on the side of the light near the outer gate Please ensure all switches are off before leaving.

**Log Book** Please fill in the log book to record your stay - to be found in the book case in Great Oaks.

**Main Gate** See **Keys.**

**No Smoking** There is a strict NO SMOKING policy on this campsite. .

**Outdoor equipment** Please ensure that the outside sink is used responsibly and kept clean.

Cutlery, plates, bowls, and mugs for outdoor use (for 40 people) are stored in boxes kept in the outside storeroom. ALL to be checked and returned clean to the boxes after use. (**Do not use in the microwave**).

In the hut to the right of the dormitory are some small hike billies and fire grids, and trestle tables.

**Quiet Area** There is a small quiet area/chapel on the edge of the woodland suitable for groups or individuals to use for prayers, or times of quiet and reflection. Please make sure children realize it is not a play area and **do not move** the seating for any reason.

**Rubbish**  **ALL RUBBISH MUST BE REMOVED FROM THE SITE**.

**Security**  Keep the main gate shut during the day and locked at night. All doors in Great Oaks are operated by a master key.

**Site Shop** There is a small stock of badges, souvenirs etc. in the outside storeroom.

 Please serve yourself and itemize on the list provided, to be sent with your final account form.

**Shopping** Several supermarkets are located close to the site.

**Showers** To use the showers in Little Acorns, switch on the shower switch, labelled ‘showers’, **and** the pump switch, both located above the meter just inside the back door. To heat water just for the washbasins, use the switch labelled ‘sinks’.

**Swimming** Available at Runnymede, opposite. Special rates may be available for groups - Tel: 01268 756514.

**Tables** Gopak tables must be wiped clean after use including ALL paint, glitter and glue. The round tables outside are not craft tables, and please do not move them. Trestle Tables for outside and ‘messy’ use are stored in the hut to the right of the dormitory.

**Telephone** There is no telephone on site. Please bring your own mobile phone for emergency use including the need for Guideacres Committee Members to contact leaders.

**Toilets** Provide your own toilet rolls for residential or large-scale events. Replace bin liners (provided) in the bins in the toilets.

**Trek Carts** Three trek carts are kept in the hut to the east of Little Acorns. They must be returned after use.

**TV license** Please note that Guideacres **does not have a TV Licence  and therefore access to iPlayer or similar applications is strictly prohibited.** In the event of a fine being imposed, this cost will be passed onto the hirer

**Water** The stop tap for Little Acorns is located in the floor outside the leaders' room. The stop tap for Great Oaks is in the disabled toilet. The water should be turned off in both buildings after your visit - all taps to be turned off first. Before use, flush all taps.

**Hot water** - The switch for hot water in the kitchen is located in the outside storeroom, towards the back of the room, on the left-hand side.

Hot water is available in the toilets. There are water heaters in the gent’s toilet (for gents and disabled loos) and the First Aid room (for First Aid room and hand basin in the kitchen). PLEASE ENSURE ALL THESE HEATERS ARE TURNED OFF at the end of your stay.

There is an outside tap on the west side of Little Acorns. There is another outside the kitchen of Great Oaks - **to be turned on/off under the sink, together with taps for the outside sink.**

**Wildlife DO NOT** feed the foxes or badgers.

**Wildlife camera** Be aware that there is a wildlife camera attached to a tree in the woods.

# General Care of Site

All users to site to take care not to damage any young trees nor to bend live branches to make dens; NOT to strip bark from live trees or they will die**.**

A "litter-sweep" must be undertaken before departure to leave the site in the condition it was found in upon arrival.

Please refer to the Checklist at the end of your Stay

THANK YOU

Booking Secretary

 Updated, June 2023