

Park Farm, Lurgashall

Key information and booking conditions

2024

Address Woodcraft Park Farm, Lurgashall, Petworth GU28 9EU

Telephone 01428707145 (mainly answer phone)

Please read this information and booking conditions carefully. We ask camping groups to sign a declaration agreeing to these conditions when they return the booking form.

Key information

Thank you for booking Park Farm. Please make all adults attending the camp aware of these conditions and help us to ensure that together with the volunteer management group we are able to comply with both our Planning requirements and our Health and Safety requirements and together we can continue to provide the site for everyone at low costs to ensure all children can continue to enjoy the benefits it offers.

1. Park Farm offers camping for 100 people, with water and electricity in 3 fields. It is located in farming parkland that has been designated as an area of outstanding beauty.
2. Park Farm has 12 acres of woods. There is an adventure playground/ 'trim trail' area beside the main barn, which includes a zip wire. (Supervised use only).
3. The farm has good toilets and showers, and three standing kitchens put up in May by volunteers and taken down again in October. You are asked to note the dates of these working weekends and send someone along to assist at these times. The standing kitchens have electricity with a maximum voltage use which needs to be understood and guidance is available at the relevant points. Water supply and fully equipped kitchen to cater for up to 50 campers, plus tables and chairs, with possible additional equipment if required and you are willing to collect and return at the end of your camp. (Speak to site manager before to arrange)

Booking conditions

1. The person making the booking is responsible for ensuring that adults and children in the group use the buildings and land with care and respect, and do not allow their behaviour to cause problems or disturbance to Park Farm's neighbours, or to members of the public. Groups must avoid causing disturbance from noise, especially at night: sound echoes from the woods on the site and carries a long way. No sound reproduction/amplification equipment is allowed to be used on the site. If you need to play music in the marquee for your programme please ensure this does not disturb other campers and finishes by 10.30pm
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2. The number of adults and children camping must not exceed the limit agreed when making the booking without prior agreement. A full list of all campers needs to be given to the warden on arrival.
3. Parking is limited and groups are required to minimise the environmental impact of their transport to the site by sharing lifts, or using community transport, minibuses, coaches or public transport. Coaches must load/ unload at the bus stop by the shop in Lurgashall village (1/2 mile from Park Farm.) All vehicles at Park Farm must be parked on the hard

standing area beside the barn, which only accommodates 16 vehicles. Only one vehicle is required to be available on site for emergency use or is needed for medical purposes with prior agreement of site manager.

4. Groups must note the boundaries of the farm and take care not to trespass on neighbouring land. (The boundaries are shown on the booking form). Walks must be carefully supervised so that groups stay on public footpaths.
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5. **Health and safety:** groups are responsible for all health and safety issues whilst staying at Park Farm with their groups in their camping area, and are expected to draw up risk assessment, and have these available for the warden on site.. An example risk assessment is available if groups want to prepare before camp or during the stay. (see guidance risk assessment form) . It is also recommended good practice for camping groups to have a clearly labelled assembly point e.g. for use during any fire evacuation. Field kitchens will be equipped with fire extinguishing equipment (e.g. fire blanket), and it is recommended good practice for KPs to bring their food hygiene certificate or evidence of having attended a suitable food hygiene training course.
6. Groups are expected to run their own camp kitchen using the standing kitchens provided and if other items are needed . We do have a supply of art materials and musical instruments and song sheets. Also some spare sleeping bags for emergencies. Please speak with the site manager or the warden and note that there will be a charge of £2 for cleaning the sleeping bags if used. There is a small kitchen in the office in the barn, but this is only for groups doing official work on the site under the warden or site managers supervision. Leaders need to tell their groups not to enter the office/ kitchen.
7. We are currently improving the barn area to meet with new requirements that are needed. This will take some time and we are therefore requesting that you do not enter this area until clearance has been given by the site manager. When we have met our new requirements we will be able to offer additional facilities to Woodcraft campers.
8. The warden will be located either in the site office or in the mobile unit (The Lodge) near the barns and on arrival will give you a mobile phone to contact should the need arise.
9. Groups are responsible for keeping the toilets and showers clean during their booking. If you are camping at the same time as another group, you may want to share this task. The cleaning materials for toilets and showers are supplied including hand soap, but please bring your own toilet paper to ensure we always have some in each toilet. We have a new toilet block in the area of the barn that leads from the playground. These are individual toilets some designated as gender neutral, and others for males and females and one for public use .
10. Groups must ensure that they minimise the use of electricity and water. Please ensure that lights in buildings and showers are turned off when not in use, especially at night.
11. Groups are required to recycle as much of their refuse as possible:
 - Wheelie bins are provided to collect recycling conveniently in the field, but these must only contain the items listed on the bins. Groups need to empty their recycling bins into the large recycling bins with the burgundy top in the main yard at the end of their stay. Leaders must ensure that the recycling bins are not contaminated with any items not on the recycling list (e.g. plastic bags must not be included).

- There is a food waste pit in the barn field, by the gate that leads to the toilets and showers. This is covered by a solid metal gate, but leaders must ensure it is covered at all times: There is a second waste pit in the field behind gate in the lower field.
 - There is also a general waste bin with a green top in the main yard. Please minimise the general waste that goes into that bin. Please take any large items home.
12. The wood that is stored in the open walk-through area of the barn is for sale. Please do not take wood from the barn.. Groups are welcome to collect their own wood from the Park Farm woods (dead wood only).
 13. The Bushcraft area is located in the woods beyond the upper field and can be used by everyone (again negotiate with the warden about timing. If you would like to use the specialist tools and equipment you will need to contact Dick Tyte who co-ordinates this area and he will often be able to assist your group if he is available. His contact details are. dtsparx@outlook.com. You will of course need to do a risk assessment before using the area.
 14. Park Farm must be left in a clean condition on departure. Groups are required to clear all rubbish from fields and playground; clean the toilets and showers; and help to return any equipment they have borrowed.
 15. We are asking that you make a £100 non refundable deposit at the time of booking to ensure that we don't find ourselves in a financial position where we cannot maintain the site for future. This will be deducted from your booking fee which is payable at the end of your stay with us.
 16. For those groups who help out at the farm and attend working parties there will be a 20% reduction in fees. This will be acknowledged at the time of booking so that groups know who qualifies. This will be calculated on a group basis and not on the booking group as previously implied. Our intention is to increase our volunteers thus spreading the work load and to reward those groups who regularly volunteer at the farm which reduces our overall costs. The current booking fee is £5 per person per night minimum of 30 people.
 17. STORAGE

In future we intend to use the storage area at the farm as a source of income to meet our obligations each year. This means that if you currently have a large container it will cost £500 per year and for smaller one £100 which we know is way below a commercial rate for storage. The year will run from January-December each year starting Jan 2024. If you currently have storage please be aware that we will require you to confirm your wish to continue, or make the space available for other districts and campers. It is also your responsibility to ensure no dangerous substances are stored within the container and items are removed from the roof to make sure we meet our safety requirements. Again those regularly helping as stated before will get a 20% reduction in fees.