

CITF Groups and Meets Guidance Notes

(Including Duke of Edinburgh/Youth/School bookings)



Camping in the Forest can at times accommodate Meets and Group bookings on their sites at preferential rates and terms, from certain qualifying organisations.

This guidance document is intended to clarify who qualifies for preferential Meets and Group rates with Camping in the Forest, and the booking and support process that will be followed for this type of camping.

Prices and deposits, which are subject to yearly changes, are not included in this document.

Who qualifies for special rates and terms?

Any formalised camping organisation or group can potentially qualify. Though rates are primarily applied to camping focused organisations holding their own exemption certificates from the Department for Environment and Rural Affairs (DEFRA), other formalised camping groups may be accepted on application.

There are two main types of qualifying organisation.

There are two main types of Camping Group/Meet bookings, each attracting their own prices:

- Bookings by the Camping and Caravanning Club's District Associations or Special Interest Sections.
- Bookings by other formalised camping organisations that are recognised by DEFRA and hold their own exemption certificates.

Consideration will however also be given to;

- Bookings by other formalised or camping focused organisations/groups which do not hold their own exemption certificates, but do exist primarily for the purpose of social camping or promoting an outdoors lifestyle.

Note - "Family and friends" group bookings, or non-camping focused groups (e.g. a works outing) do not qualify for the special rates and terms defined and normal pricing and terms apply.

Other Qualifying Criteria

To qualify the booking must be for 7 units or more and for a period of 2 days minimum up to a maximum of 9 days. Bookings outside these criteria do not qualify for preferential rates or terms.

Note - Subject to minimum qualifying criteria being maintained on all nights of a stay, the exact numbers in attendance can be fluid throughout the period of the booking without penalty.

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Who qualifies for Duke of Edinburgh/Youth group/School Rates?

To qualify for the Young Persons Group rate, you must be either;

- an educational institute such as primary, secondary, further or higher education, or
- A recognised youth organisation such as, but not limited to; Duke of Edinburgh (D of E), Guides, Scouts, Clubs, Brownies, Army, Air and Sea Cadets and Girl Brigades.

To qualify for the respective discounted rates, bookings:

- Must be for 7 units or more except D of E bookings where there are no restrictions
- There must be 1 chaperone to every 7 students/children.
- Must be outside of Bank Holiday season.
- There must be a chaperone present at all times unless all the group are over 18; in which case they have to be partaking in a Gold D of E Award. Such groups will be accepted at the Site Manager's discretion.

Preferential rates are not available if all the children are accompanied by their parents.

Availability on Camping in the Forest Sites

Each booking will be considered in consultation with the Regional Manager, taking into account other bookings on site, historical site occupancy and the capacity of the Site to accommodate the requested booking at any particular time of year. General availability of pitches will not necessarily mean this type of booking can be accepted at any time.

Extended stays

The maximum length of stay for a Meet or Group booking at preferential rates is 9 nights. Should campers within a Meet or Group wish to stay on Site over 9 nights or arrive early, a separate booking for the additional nights must be made (subject to pitch availability) and the normal site fees are payable.

Confirmation of Numbers and post-booking communication

It is appreciated that at the very early stages of organising a Meet or Group booking, that it will not always be possible to provide an exact number of units or campers attending. However, to enable the Club to secure pitches on a Camping in the Forest Site in advance of an event and ensure no subsequent over booking, it will be requested at the initial booking stage that the organiser, based on their experience and expectations, provides an approximation of numbers, preferably split by pitch type required. It is understood that this will be an estimate only and these numbers can be altered at a later date, agreed directly with the Site, subject to pitch availability and site conditions.

If no numbers are provided at the initial point of booking, Camping in the Forest will default the initial booking to the minimum number required to qualify for that type of booking on standard pitches only, pending any further advice or update from the organiser.

To ensure a problem free experience, Camping in the Forest requests that 2 weeks prior to the commencement of the stay that the organiser of the event contact the Site direct to confirm the

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booking and discuss any final requirements. If contact is not made, the Holiday Site Managers will initiate contact with the organiser to ensure a happy arrival on Site. Failure to finalise arrangements with site can lead to disappointment on arrival should details have changed since the initial booking.

Additional pitches may be booked direct with the Site at any time prior to the first day of the booking, subject to pitch availability and site conditions.

Failure to Meet Qualifying Criteria

If the number of units fall below the required minimum, the group will pay the difference/shortfall at Meet and Group rate fees, or alternately standard Camping in the Forest pitch fees will be applied and charged for each pitch occupied.

On-site Groups and Meets guidelines

To ensure the smooth operation of a Meet or Group on arrival and throughout the duration of the stay, the following guidelines are to be followed by all:

- The event organiser from the Meet or Group is to be responsible for the Meet or Group and should camp on site throughout the duration of the event and is encouraged to arrive before the usual 1pm arrival time by arrangement with the Holiday Site Manager. The event organiser is responsible for co-ordinating checking in and pitching of the attendees, following pitching guidance and instructions from the Holiday Site Manager, unless advised and agreed otherwise.
- The Event organiser (or steward) is responsible for collecting and making all payments to the Site office during or at the end of the stay. In the event of any shortfall in payments, the Holiday Site Manager's first point of contact will be with the Event Organiser or Steward to resolve.
- All members attending the event must report to Reception on arrival.
- Holiday Site Managers are responsible for allocating the area to be occupied by the Meet or Group.

How to Apply for a Meet or Group

Applications can be made direct with site or centrally through the Meets and Groups Co-ordinator in the Sites Department based at Head Office.

The Groups & Meets Co-ordinator
Camping in the Forest
The Camping and Caravanning Club,
Greenfields House
Westwood Way
Coventry, CV4 8JH
Tel; 024 7647 5326

Email: groupsandmeets@campingandcaravanningclub.co.uk

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Deposits/Balances and Cancellations

All Group/Meet bookings require payment in full based upon provisional numbers.

When you arrive, the Organiser will be responsible for ensuring that any balance of fees owing for the booking are paid to the Site Office (e.g. in the event of changing numbers).

To cancel a Group, you must give us notice, in writing or by email, at least 2 weeks before the date the Meet starts to qualify for a refund. A £35 admin fee will be retained.

If a booking is cancelled less than 2 weeks prior to the event taking place, then any monies already collected will be retained.