



H a n d b o o k

V e r s i o n 3

I n t r o d u c t i o n

Welcome to Huntley Wood. This handbook contains useful information for event organisers, their guests and everyone who visits Huntley Wood, and we hope that it will help to make your visit an enjoyable one.

Also contained within this handbook are several important rules covering issues such as health and safety, ecology and fire procedures which we ask everyone to abide by if they come to Huntley Wood. These rules are in place for your safety and enjoyment during your visit and also to protect other visitors and our staff as well as the buildings, ecology and wildlife here. By coming to Huntley Wood, all visitors agree to abide by these rules while on our property. Anyone who breaks these rules is not welcome as a visitor but is trespassing on our property and may be asked to leave.

By working together we can ensure that all visitors are able to enjoy their stay while preserving the land and facilities at Huntley Wood so that they may be enjoyed by yourself and others into the future. If you have any queries about any aspect of your stay at Huntley Wood, please feel free to contact us at any time.

U p d a t e s

The information in this handbook may change from time to time. Please ensure that you have read the most up to date version of the handbook and familiarised yourself with the rules that it contains. You can check our website at huntleywood.co.uk for the most up to date version, or ask the Huntley Wood manager for a copy on arrival.

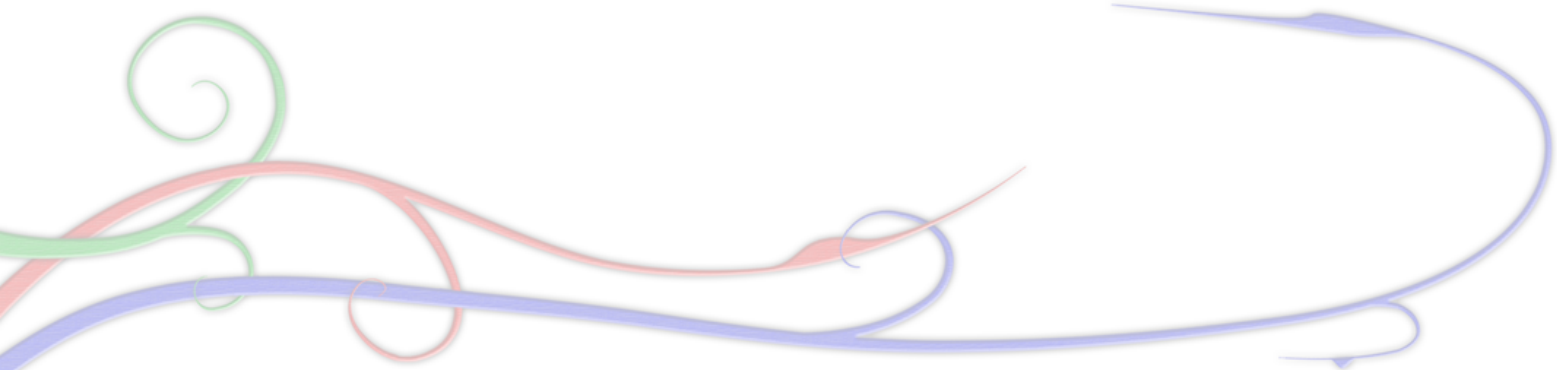


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F o r O r g a n i s e r s

Whatever event or activity you are organising, we are committed to helping you to make it a success, and encourage you to contact us at all stages to discuss your arrangements so that we can ensure the safety and enjoyment of you and your guests, as well as the safety and security of our staff, land and facilities.

If you wish to undertake an activity which you think may be in contravention of the normal rules of Huntley Wood, we will endeavour to work with you to find an acceptable solution which allows you to achieve your aims while preserving the health and safety of all those concerned, as well as the safety and security our property. Be aware that any activities which contravene these rules or our terms of hire **MUST** be agreed with us, in writing, in advance, without exception.

1. Making a booking

Decide which site you wish to hire

Before making a booking at Huntley Wood you should read the information available in our brochure and on our website regarding the sites and buildings available for hire, the costs for doing so, and our availability. We also encourage you to contact us to discuss any specific requirements of your group, so that between us we can ensure that the venue and facilities you hire are suitable for your event, and so that we can confirm the cost and deposit/booking fee necessary. Although we are always happy to receive letters or telephone calls, email is our preferred method of communication for such discussions owing to clarity, speed and convenience.

Make a provisional booking

Once you know which facilities you wish to hire on which dates you can contact us to make a provisional booking. Provided you have contacted us at least 6 weeks before your proposed event, we will hold this provisional booking for 2 weeks, during which time you should arrange to send us your booking application and booking fee. If these have not been received by the end of the 2 weeks, we may cancel your provisional booking and hire the site you have requested to another group. Provisional bookings cannot be made with less than 6 weeks' notice; in this case you should send us your booking enquiry form and booking fee as soon as possible as sites will be hired on a first-come-first-served basis.

Send us your booking form and booking fee

All booking enquiries must be made on our official form for the relevant period. This can be downloaded from our website, or a hardcopy/email requested from us. Once complete, sign the form to indicate your acceptance of our terms of hire and return to us by post or email. Upon receipt of your booking form, we will issue an invoice for your booking fee which is payable on receipt either by cheque or bank transfer. Please note, your booking has not been accepted until your payment has cleared and you have received notification of your booking from us.

2. Check in

Arrange your arrival with us

Before your event you should inform us of your planned time of arrival, so that we can arrange for the site manager to be on hand to greet you. Please ensure you keep us up to date of any alterations to your estimated time of arrival.

Provide proof of Insurance

It is vitally important that you are properly insured for the activities you and your group intend to undertake while at Huntley Wood, for your own protection as well as ours and

that of your guests. We are happy to communicate with you in advance of your event to help you to find an appropriate, affordable insurance policy which will be acceptable under the terms of your hire of Huntley Wood. However, even if you have provided evidence of insurance to us in advance, you **MUST** arrive at Huntley Wood with a copy of your current, valid insurance certificate, and present this to the manager. Failure to do so will result in you being refused entry in our absolute discretion, in which case you will not be able to reclaim any moneys already paid to us.

Pay the remaining site hire fee

Prior to your event, we will issue you with an invoice for the remaining site hire fee. This invoice must be settled by cheque or bank transfer before the start of your event. Until payment has been provided you will not be permitted to take occupancy of the site you have hired, and buildings will not be opened for use.

Familiarise yourself with your site and buildings

The manager will show you around your site, along with any buildings you have hired, and inform you of any last-minute information regarding their use, special dangers or instructions, etc., as appropriate. This is also your opportunity to ask any last-minute questions and ensure that you are satisfied with the condition of the facilities you have hired. You will be expected to return the site and buildings in the same condition at the end of the hire, so please take this opportunity to point out any damage or other issues to the manager.

3. *During your stay*

Ensure all visitors obey the site rules

As an event organiser it is your responsibility to ensure that everyone who attends the areas of Huntley Wood that you have hired behaves in accordance with the site rules at all times during their stay. Under the terms of hire you are responsible and liable for their behaviour and any consequences which may arise from it.

Follow the manager's instructions

The manager and members of staff will be on hand during your stay to help ensure that your event runs smoothly, and to assist with any problems which may arise. They will endeavour not to interfere with the running of your event, unless they observe the site rules being broken. You must follow the manger's instructions at all times.

Included services & utilities

Some services are included in your hire charge, as is use of utilities, provided the usage falls within reasonable levels for the number of people attending. Excessive use of any services or utilities may be charged.

Water

Reasonable use of water is included in your hire charge. We expect all guests to have one hot shower a day, and to wash, cook and drink normally.

Gas

Reasonable use of gas is included in your hire charge. Gas is used to be used to heat buildings, heat water for washing and showers, and in cooking appliances such as cookers. We expect guests to heat hired buildings, have one hot shower a day, and to wash and cook normally. Please note that, especially in cold weather, you should ensure that the doors and windows in buildings are not left open if the heating is on as this will waste heat and could significantly increase the gas usage, potentially incurring extra charges.

Electricity

Reasonable use of electricity is included in your hire charge. We expect electricity within buildings to be used for lighting, to recharge a limited number of devices such as mobile phones and laptops and power a small number of items such as printers and computers per group along with powering the provided kettles, microwaves and other kitchen equipment. We expect external electrical points to be used to power reasonable quantities of lighting, etc. Please note that our electrical system is not designed to support large numbers of power-hungry devices such as kettles or hair dryers and usage of such may over-load the electrical system and incur additional charges.

Waste disposal

Reasonable disposal of waste is included in your hire charge. We expect visitors to produce normal levels of household type waste. Bins are provided at all the building areas, and occasionally elsewhere across site. Please ensure that rubbish is placed into the appropriate bins.

Excluded services

Some services are available, but are not included within your hire charge. If you know you will require these services, please contact us in advance so that we can arrange for them to be provided, and inform you of the relevant fee. If we deem these services to be required on your departure, for example because you have not adequately cleaned up after your group, we will perform the service and send you a non-negotiable bill.

Litter collection

We ask all organisers and visitors to dispose of their rubbish responsibly, and provide bins in all the building areas and some other places across site to facilitate this. Of course we expect to find the very occasional piece of litter, such as a crisp packet that has been missed, and will clear these up as a matter of course. However, clearing up excessive quantities of litter may be charged. Please note that **all** forms of rubbish are classified as litter if left around Huntley Wood, including biodegradable items such as paper, cardboard or food waste.

Cleaning

We ask you to return all buildings to us in the condition in which you found them, and this includes sweeping the floor and wiping down surfaces as necessary at the end of your hire. We do clean between each hire to ensure that our very high standards are maintained, but excessive cleaning will be charged.

Firewood

Visitors to Huntley Wood are not permitted to gather their own firewood from the woodland, as this has a negative impact on our carefully managed ecology (see "Environment & Ecology", page 4). If your group requires firewood, for example for camp fires, we can provide dedicated piles of firewood for a fee.

Damage repair

We expect all organisers and guests to treat our buildings and sites with respect. Any damage, beyond reasonable wear and tear, including but not limited to damage to the buildings, trees, ecology, wildlife and environment, is a very serious matter and will be charged. If you plan to undertake an activity which you believe poses any risk of causing damage, please discuss it with us. We will endeavour to work with you to find an acceptable solution which allows you to achieve your aims while protecting our sites and buildings.

If you have any problems, please contact us

If you have any issues relating to the site or facilities you can contact the manager at any time during your stay on the main Huntley Wood phone number (01782 479947).

Although this phone will be answered 24 hours a day, and can always be called in case of emergencies, please bear in mind that although the manager is on call they need time to rest and relax, and restrict calls regarding non-emergency issues to office hours.

4. Check out

Arrange your departure time with us

You should keep us up to date as to your estimated time of departure, so that the manager can be on hand to complete the check-out procedure with you.

Clean up the site and buildings

You are expected to return the site and buildings to us in the same condition as they were in at the beginning of the hire. In particular, you should check that all rubbish has been disposed of appropriately (see "Rubbish & Recycling", page 16), that all personnel and equipment have been removed from the site and buildings, and that all buildings have been swept out and surfaces wiped down. Failure to adequately clean up after your

event may result in additional charges.

Contact the manager and pay any remaining fees

The manager will check the condition of the site and buildings and close the buildings and site as you leave. In the case that the total fee for your hire is greater than the fee paid at check-in, you must provide us with a cheque for any remaining fee before you depart. This will usually occur if the number of people attending your event was above the number covered by minimum site hire charges, unless you or your guests are in breach of the rules.

F o r G u e s t s

If you are attending an event at Huntley Wood, please remember that the event organiser is your first port of call for any questions or issues, particularly those regarding the event itself. We are always happy to assist with enquiries, but unless they relate specifically to Huntley Wood we ask that you contact your organiser in the first instance, as they are more likely to be able to deal with your request.

1. *Arrival at an event*

Plan your journey to Huntley Wood

For assistance in finding Huntley Wood, please see the Location section on our website, which includes an interactive map and detailed printable directions to Huntley Wood.

Make sure you arrive on time

Before your event, your organiser should inform you of the times between which you should arrive. Please do not arrive before the earliest time given by your organiser, as you may find that the site is not yet open or available for occupation.

Find and proceed to the correct site

We have 3 separate sites within the complex here at Huntley Wood, which are named the Greenvale, the Wyldwood and the Deepmere. Maps showing the location of each site and routes to it from the main entrance are available from our website or on arrival at Huntley Wood. Before you arrive you should determine which site your organiser has hired, and on arrival you should proceed directly to the appropriate site and follow the instructions of your organiser from there.

2. *Camping*

Camp only in the designated camping areas

Camping is usually only permitted in the designated camping areas, situated close to the wash rooms with occasional stand pipes providing water, and tents should not be erected elsewhere. Bivouacs can only be constructed if the manager has given prior approval. It is essential that no trees or branches are cut or bent and that all traces are removed by the end of the event. Please note that parking and camping (either by tent, caravan or campervan) is entirely at your own risk.

No caravans or any vehicles are permitted in camping areas

Huntley Wood grass and forest camping areas are designed for use by campers with tents.

Keep food in sealed, tamper-proof containers

We have a variety of wildlife at Huntley Wood, and occasional visitors such as farm cats from neighbouring properties. The manager may also have dogs on site. Some animals may be tempted to steal food if it is easily accessible, and this may harm the animals as well as causing annoyance and inconvenience. Please ensure that all food is kept in a suitable container to prevent this from happening, for example a plastic cool box or sturdy wicker hamper, and keep this container sealed at all times.

3. *Washrooms*

The wash rooms have running hot and cold water, along with hot showers and heating.

Keep the doors closed

Please keep the doors closed in order to conserve heat.

Conserve water

Water is a precious commodity, and wasting water damages the environment both at Huntley Wood and in the wider area. Please be mindful of this when using the wash

rooms or other water sources such as kitchen taps and stand pipes, and ensure that all taps and showers are turned off when not in use. Hot water is included in the site hire cost provided the usage falls within reasonable levels for the number of people attending. Excessive use may be charged.

Do not flush anything other than toilet paper down the toilets

Huntley Wood is a long way from the nearest mains sewer and we have a specially designed sewage system which involves mechanical macerators and pumps in order to account for this. Unexpected foreign objects, such as card board or sanitary items, could clog the system and cause it to break down. If this happens the wash rooms may have to be shut causing considerable inconvenience, potentially causing your event to have to be cancelled or ended early, and repair costs could be high. In the event that a foreign object causes damage to the sewage system, you may be charged.

Wheelchair-accessible facilities are available in the Greenvale

Unfortunately much of Huntley Wood is inaccessible to wheelchair users and people of very limited mobility on account of its terrain. However, the Greenvale has a large flat camping field with adjacent facilities, and so is ideal for outdoor events catering to those with movement difficulties. Accordingly it has wheelchair-accessible cabins and a wheelchair-accessible toilet and shower. Further information is available on our website, or from the manager, and we advise you to contact us to ensure that the facilities available will suite your needs.

4. Buildings

Although having a traditional appearance, all our buildings are built to modern building regulations, are highly insulated, and have under-floor heating. Our buildings are designed to be tough but should be treated with respect. Any damage caused may be charged.

Keep the doors closed

Please keep the doors closed in order to conserve heat.

Do not wear hobnail boots, spiked sports shoes or similar inside buildings

Although the floors in our buildings are designed to be hard-wearing, hobnail or spiked footwear may damage them so please remove these before going indoors.

Use of dyes, food colourings, paint etc. (e.g. fake blood, spray paint etc.)

Our buildings are clad with untreated 'green' timber and some of our buildings also have 'green' timber on the inside. As a result, they are extremely susceptible to staining that **cannot** be removed. Use of anything that can stain our buildings (dye, food colourings, paint, stains etc.) is **totally prohibited** from use within 5m of the buildings.

No pins, staples or nails

Pins, staples, nails, or anything which will make a hole or otherwise leave a permanent mark must NOT be put into wood, plaster, or any other surface. If you wish to put up something, please consult with the manager who may be able to assist you in achieving your aim without causing damage to our buildings.

Do not overload the electrical power points

Standard electrical power points are available inside the buildings, and power points are available outside. These are designed to take a reasonable load, such as a few mobile phone chargers or laptop computers. If you wish to use high-powered electrical equipment, such as bright lights, kettles or heaters, please consult with the site manager in advance to ensure that you do not accidentally overload the electrical system. Doing

so may cause damage to the system or even, in extreme cases, a fire. If the safety system is tripped restoring power may take some time, which could cause considerable inconvenience. Electricity is included in the site hire cost provided the usage falls within reasonable levels for the number of people attending. Excessive use may be charged.

Exercise caution using gas appliances

Some buildings have kitchens which include gas-fired appliances such as cookers. Caution should be used to ensure that the gas supply is not turned on without being lit, and that appliances are turned off as soon as they are no longer in use. Incorrect use could be dangerous and may cause a fire.

Keep all exits clear

All exits and exit routes should be kept clear at all times, in case swift exit is needed in case of emergency, such as a fire.

Sleeping is not permitted some areas

Cabins are built to habitable regulations and therefore can be used for indoor accommodation, however sleeping is not permitted in toilet, kitchen or bar areas.

5. *Departure*

Clear up all rubbish and remove all personal belongings

Before leaving Huntley Wood, please make sure that you have cleared up all rubbish and taken all your personal belongings with you. We can accept no liability for any items left at Huntley Wood. Your event organiser is responsible for any lost property left behind after your event.

Leave quietly

Please respect our neighbours when leaving Huntley Wood, and leave in a quiet and orderly manner so as not to disturb them.

6. *Problems*

Your event organiser is your first port of call

In the event of any problems or issues, you should first contact your event organiser. If appropriate, they may pass the issue on to the site manager.

In emergencies, contact the manager

In the event of an emergency, or if your event organiser is unavailable or cannot help, you can contact the site manager directly on the main Huntley Wood phone number (01782 479947). Although this phone will be answered 24 hours a day, and can always be called in case of emergencies, please bear in mind that although the manager is on call they need time to rest and relax, and restrict calls regarding non-emergency issues to office hours.

F o r E v e r y o n e

Information and rules in this section apply to everyone visiting Huntley Wood for any reason. If you are visiting Huntley Wood but not attending an organised event, please contact the manager if you have any queries or problems.

1. Health & Safety

Huntley Wood is an outdoor, woodland venue and has many natural hazards due to its nature. Additionally it has several unusual dangers on account of its history as a quarry. For this reason it is not possible to foresee all risks, let alone prevent them arising, so it is particularly important that you exercise due care while at Huntley Wood.

Take reasonable care of your own and others' health and safety

Your health and safety is important to us and to event organisers. You are responsible for your own health and safety at all times, and are expected to take reasonable care in regard to yourself and others who may be affected by your actions or inactions. In particular, parents, teachers and carers should take special care of children, who may be unable to assess hazards for themselves or respond appropriately.

Obey all signs and instructions

Permanent or temporary signs may be erected around the site warning of particular dangers. You must have due regard to these signs and obey all instructions whether on signs, in these rules, or given verbally by your organiser or the Huntley Wood manager or staff.

Do not interfere with or misuse anything that has been provided for your health or safety

It is important that equipment such as signs, fences, fire extinguishers and fire blankets are available and in working order in case of emergencies, so they should be left in their intended positions and not damaged or interfered with in any way unless they are being used for their intended purpose.

Do not interfere with any site equipment

Site equipment can be dangerous and must not be interfered with by anyone other than members of Huntley Wood staff. This includes fixed items such as LPG tanks and electrical distribution boards, and mobile equipment such as diggers, dumpers and site vehicles.

Do not climb fences or other barriers

Fences and barriers, whether permanent or temporary, may be marking boundaries or hazards. In either case they should not be crossed except at appropriate points such as open gates or styles.

Be cautious of site hazards

The following list outlines common hazards at Huntley Wood, and you should be mindful of them during your stay and follow the instructions outlined within this list to help ensure your safety. Other unexpected hazards may exist, and so you should exercise care at all times, especially when straying off marked paths or away from the main camping and building areas, where other additional hazards may exist.

Poor ground conditions

As with all outdoor sites, ground at Huntley Wood may be uneven, slippery or unstable, particularly in bad weather. Care should be taken, and appropriate footwear worn, at all times, especially in adverse conditions or after dark.

Plants and animals

In common with other outdoor venues, at Huntley Wood you may come into contact with plants or animals which can cause injury. For example, plants which can sting or cause allergies, stinging or biting insects, or wild animals such as foxes or badgers which can be dangerous. In addition, our land is surrounded by local farmland, where livestock may be present.

Trees, especially during storms involving high winds or lightning

Trees can pose particular hazards as they can fall or shed limbs unexpectedly, especially after high winds, and can attract lightning. Exercise caution at all times when walking in woodland areas, and stay away from trees during or immediately after storms. Trees should NEVER be climbed.

Steep slopes and long drops

Owing to its history as a quarry, there are a number of very steep slopes and extremely long drops at Huntley Wood, and falls can cause serious injury or even be fatal. Please ensure that you watch your footing at all times. Particular care should be taken when moving off marked paths or away from the main camping or building areas, and extreme caution should be used if moving through dense undergrowth or in the dark where you cannot see your footing clearly.

Open ditches

A network of open ditches controls the flow of rainwater around Huntley Wood to our various lakes, some of which run close to roads or camping areas. Care should be taken not to fall into these, especially in the dark. Children who fall into ditches may have difficulty climbing out, and particular care should be taken not to allow children to wander off unsupervised.

Hazardous rubbish

Although we clear up rubbish when we find it, Huntley Wood is a large site with many areas that are not used regularly or which are difficult to access, and rubbish which has been fully or partially buried can get missed. Consequently there may be dangerous rubbish such as broken glass or sharp, rusty metal on the site, and due care should be taken and appropriate footwear worn at all times.

Lakes & ponds (no swimming, wading or drinking)

There are several large lakes and smaller ponds at Huntley Wood. Although these may look inviting, especially in summer, they are a product of the former quarrying operations on the site and so are extremely dangerous. In particular, deep silt at the bottom and around the edges of the lakes can act like quick sand, trapping anyone who strays in, and there may be unseen dangers such as broken glass or sharp, rusty metal hidden below the water line or within the silt. For these reasons, swimming, wading and drinking are STRICTLY FORBIDDEN, and you should stay away from the edges of all lakes and ponds.

Report unexpected hazards

Please report any hazards such as dangerous rubbish, unstable trees or escaped livestock to your event organiser, if you are a guest at an event, or directly to us so that appropriate action may be taken.

2. Emergencies

Event organisers are responsible for provision of first aid at events

If you are a guest at an event, your event organisers are responsible for providing appropriate first aid facilities for events at Huntley Wood, and they should be your first port of call in case of minor injury. If you are a visitor not attending an event, please contact the manager if you require first aid.

Nearest accident & emergency

Royal Stoke University Hospital
Newcastle Road
Stoke-on-Trent
ST4 6QG

Telephone: 01782 715444

In case of serious injury or fire, always dial 999

In the case of fire or serious injury you should always call the emergency services by dialling 999.

Information which may be required by the emergency services

If you dial 999 you may be required to provide the following information.

Huntley Wood address and contact details

Huntley Wood
Coneygreaves
Cheadle
Staffordshire
ST10 2NS
Tel: 01782 479947

Off road vehicles may be required

Please remember to warn the emergency services if off-road vehicles will be required to reach an incident.

Grid references for main entrance and helicopter landing areas

Main Entrance - SJ 9923 4129
West Helicopter Landing Area (Greenvale camping field) - SJ 9946 4152
East Helicopter Landing Area (Deepmere camping field) - SJ 9996 4122

For further information, contact the manager

If the emergency services require more information regarding Huntley Wood, including advice on the whereabouts of a casualty or the best route to use to reach them, they can contact the manager directly on the main Huntley Wood phone number (01782 479947). Although this phone will be answered 24 hours a day, and can always be called in case of emergencies, please bear in mind that although the manager is on call they need time to rest and relax, and restrict calls regarding non-emergency issues to office hours.

3. Vehicles & driving

Organisers and guests attending events are permitted to bring vehicles on to Huntley Wood, provided they follow the rules set out below. Other visitors should not bring vehicles onto Huntley Wood unless they have business with us.

Obey the site speed limit (10mph)

There may be pedestrians or other vehicles on site, and for everyone's safety and to minimise the annoyance caused to other visitors by vehicle noise we ask you to restrict your speed to 10mph everywhere on site. Most of our roads are surfaced with sand and gravel and as well as risking damaging your car, excessive speeds can damage the road surface and create pot holes. In the case that reckless driving causes damage to the Huntley Wood, you may be charged.

Drive only on designated roads

Unless the organiser has made other arrangement with the manager, vehicles may only be driven on designated roads and car parks. Please do not drive off-road unless you have specifically received permission from the manager to do so.

Park only in designated car parks

Unless the organiser has made other arrangements with the manager, vehicles may only be parked in designated car parks.

Keep access roads clear

In all cases, the main site access roads must be kept clear at all times, for emergency access. If, in the opinion of the manager, any vehicle that is left unattended on a site road is likely to cause an obstruction to an emergency services vehicle then it may be moved aside or towed away without notice or liability for any damage.

4. Behaviour

We ask that everyone who visits Huntley Wood conduct themselves in a courteous and civil manner and refrain from undertaking anti-social or illegal behaviour.

Remain on site(s) on which you have permission to be

We have three sites here at Huntley Wood, the Greenvale, the Wyldwood and the Deepmere. If you are a guest at an event, your organiser will inform you of which site(s) at Huntley Wood have been hired for your event. Other visitors should restrict themselves to the public footpath or un-hired sites so as to avoid disturbing groups hosting events, and can find out which sites are hired on our website or by contacting the manager. The Huntley Wood boundary is clearly marked, and the boundaries between different sites can be ascertained from maps available on our website or from the manager. You should ensure that you stay within the correct areas for the duration of your visit, and do not stray into neighbouring sites which may be hired by other groups, or where site staff may be performing maintenance. You should also not enter the central part of the site which is fenced off for the manager's use, or any other fenced off areas, without the manager's permission. This is partly to respect the manager's privacy, but also for your safety as machinery and equipment are stored in this area and guard dogs may be present.

Only enter or leave Huntley Wood through official entrances

As well as the main entrance to Huntley Wood there is a second gate situated in the Wyldwood and several footpath entrances and exits with styles or gates. You should only enter or leave Huntley Wood through these official entrances and not climb the boundary fence in other areas. We are surrounded on all sides by farmland where trespassers are not appreciated. Additionally, surrounding fields may contain livestock which can be dangerous.

Keep noise to a minimum especially close to our boundary or late at night

Huntley Wood is very secluded, but we do have some neighbouring farm houses close to our border and Huntley village is just a few hundred metres to the east of our eastern-

most boundary. We ask that you respect our neighbours' privacy and quiet enjoyment of their properties and keep noisy activities away from the boundary. Noisy activities should be wound down late at night, so as not to disturb our neighbours.

Do not undertake any illegal activities

We take criminal behaviour very seriously at Huntley Wood, and have a zero-tolerance policy towards it. Anyone found to be breaking the law will be asked to leave the site and the police called. This includes, but is not limited to, the taking of illegal drugs and criminal damage or vandalism to our sites or buildings.

Behave courteously towards staff and other visitors

We do not tolerate abusive or aggressive behaviour towards our staff or other visitors to Huntley Wood, and ask that everyone remain courteous at all times. Anyone found to be acting in an abusive or aggressive behaviour will be asked to leave. This includes, but is not limited to, behaviour induced by excessive drunkenness. If this involves any expenditure (taxi fares, etc.) this will be charged.

No licensable activities may be undertaken without the proper licences

Certain activities, such as the sale of alcohol or tobacco or the provision of certain types of entertainment, may not be performed in England without a license. Such activities must not be undertaken at Huntley Wood without the proper licence, and event organisers should seek the manager's written permission before applying for such a licence. Anyone found to be engaging in a licensable activity without the proper licence and the manager's permission will be asked to leave the site.

No amplified music is permitted on site

We do not permit amplified music to be played at Huntley Wood under any circumstances. Personal radios and the like are acceptable but please make sure that your radio does not disturb anyone else and turn it down if asked. Two way radios are allowed but please check with the manager to avoid clashes with camp emergency radios.

Identify yourself if asked to do so

Site staff or members or leaders of other groups may ask you to identify yourself. This is to ensure that only those who have a right to be on Huntley Wood are there, and to protect the privacy and quiet enjoyment of our visitors. Please cooperate courteously and identify yourself if asked to do so.

5. *Environment & Ecology*

Huntley Wood is an ecologically sensitive site which is managed in accordance with a conservation plan. We ask all visitors to be mindful of this and to obey the following rules to protect the wildlife and ecology here.

Do not disturb wildlife

Please do not disturb wild animals, including insects and amphibians, at Huntley Wood under any circumstances. Some animals at Huntley Wood are protected by law, and interfering with them may be a criminal offence.

Obey all signs and directions

Some areas at Huntley Wood may be off-limits from time to time for ecological reasons. Please obey all instructions whether on signs or given verbally by your event organiser or the manager.

Report animals which are injured or causing problems

If an animal is injured, in distress, or causing a disturbance, please report it to your event organiser or the manager who will take appropriate action. Do not attempt to touch or

move the animal yourself.

Remove litter

As well as being unsightly, litter can cause harm to wild animals who may ingest it or get stuck in items such as plastic or glass bottles. Please ensure your litter is disposed of appropriately (see “Rubbish & Recycling”, page 16), and help us by disposing of or reporting any litter you find around Huntley Wood.

No animals may be brought on to huntley wood without permission

Animals such as pets or livestock may not be brought onto Huntley Wood unless written permission has been given. In all cases, animals brought to Huntley Wood must be kept under close control at all times, and any mess must be cleared up.

Protect lakes, ponds and watercourses from pollution

The lakes at Huntley Wood are an important part of the ecosystem, and your cooperation is appreciated in ensuring that they are not polluted with rubbish or fluids such as soaps, shampoos or fuel. Please ensure that all such fluids are stored in suitable containers, and disposed of responsibly, for example down drains in wash rooms and not into lakes or ditches, or onto the ground. Please remember that all our open ditches ultimately flow into the lakes at Huntley Wood, so these require similar protection to the lakes themselves.

Do not pick or uproot any flowers or plants

No flowers or plants, whether wild or planted, may be picked or uprooted without the prior permission, in writing, of the manager.

Do not cut, damage or fell any trees

No trees may be cut, damaged or felled in any way without the written permission of the site manager and any necessary licences.

Do not gather firewood from the woodland

It is strictly forbidden to forage your own firewood from the woodland without the written permission of the manager. Guests may gather small sticks (not greater than 1 inch in diameter) for tinder and kindling, but the ecological management of our woodland requires piles of larger wood to be left in various stages of decomposition for the benefit of insects and fungi. Organiser may have arranged for firewood to be available for events, in which case this will be in clearly marked firewood piles close to the fire pits (see “Fire & Smoking”, page 14).

Obey the country code

Huntley Wood is in a rural area, and we ask all visitors to behave responsibly and follow the country code while at Huntley Wood and in the surrounding area.

No shooting or fishing without permission

Shooting and fishing are not permitted without the consent, in writing, of the manager.

6. Fire & Smoking

We take the risk of fire to our buildings or woodland very seriously. All visitors to Huntley Wood should ensure that they exercise proper caution with flammable materials and potential sources of ignition.

Familiarise yourself with firefighting equipment and procedures

Familiarise yourself with the location and operation of firefighting equipment, such as fire extinguishers and blankets within buildings and fire beaters and sand buckets outside, and make sure you know what to do if a fire breaks out.

No smoking inside buildings

Smoking is not allowed inside any building at Huntley Wood, at any time.

No naked flames inside buildings

Although candles and lanterns are permitted inside buildings, they **MUST** be inside a suitable holder which encloses the flame and protects the buildings from fire in the case that the candle or lantern should be knocked over.

Firefighting equipment must not be interfered with

Equipment such as fire extinguishers, fire blankets, fire beaters and smoke or heat alarms must not be interfered with, except for use for their intended purpose, as it is important that they are in place and working should a fire break out.

Extinguish cigarettes carefully & dispose of them properly

Smouldering cigarettes can light a fire long after they have been discarded, so great care should be taken to extinguish them properly. Cigarette butts are considered litter and should be disposed of in rubbish bins, not discarded on the ground.

Ground fires are only allowed in marked fire pits

Due to the high risk of fire and damage to Huntley Wood from ground-based camp fires, these are **ONLY** permitted in pre-existing marked fire pits, unless written permission has been sought from the manager. Basic fire-fighting equipment such as fire beaters and buckets of sand can be found near fire pits, and you should familiarise yourself with it before lighting any fire.

Raised cooking fires and stoves are only allowed in the camping areas

It is permissible to light cooking fires, barbeques and stoves within the camping areas, provided they are raised off the ground in such a way as to not leave scorch marks or otherwise damage the ground. Particular caution should be taken in woodland camping areas to ensure that nearby or overhanging vegetation and trees are not in danger of catching fire, especially in dry weather.

Firewood may only be taken from designated firewood piles

Owing to the ecological management of our woodland, visitors may not gather their own firewood from the woodland (although small sticks, not greater than 1 inch in diameter, may be freely gathered by guests for tinder and kindling). Organiser may have arranged for firewood to be available for events, in which case you will find this in clearly marked piles close to designated fire pits.

No fire or flame may be left burning unattended at any time

No fire of any sort, including but not limited to ground fires, cooking fires, barbeques, candles or lanterns may be left burning unattended at any time. Before leaving a fire, you must ensure that it is fully extinguished and that no hot embers remain which could cause the fire to re-kindle later.

Only small quantities of fuel may be stored on site

Only small quantities of fuel such as paraffin may be stored on site at any time.

Fuel must be stored in appropriate containers

Small quantities of fuel such as paraffin may be stored in camping areas, but must be kept in appropriate containers which are marked accordingly. Petrol may only be stored in vehicles with appropriate tanks.

Exercise caution with gas cylinders

Gas cylinders, e.g. for camping stoves, can explode if damaged or stored incorrectly, even if empty. Care should be used when handling such cylinders.

In case of emergency

If a fire should break out or get out of control, always remember that your own safety and that of other visitors to Huntley Wood is of paramount importance. You should never endanger yourself or others in attempting to deal with a fire.

Raise the alarm and evacuate the area

If you discover a fire, immediately warn those around you and, if the fire is in or near a building, sound the building's fire alarm. Evacuate the area immediately and get everyone to safety.

Inform the manager, or dial 999

In the case of a small fire, the manager should be informed. If the fire is large, out of control, or endangering life or property, please call the emergency services by dialling 999 (see “**Error! Reference source not found.**”, page **Error! Bookmark not defined.**).

Tackle the fire only if safe to do so

Firefighting equipment such as fire extinguishers, fire blankets, fire beaters or sand buckets may be available nearby. Before attempting to tackle a fire, always ensure that you are not placing yourself or anyone else at risk by doing so. If in doubt, it is always better to wait for the emergency services.

7. Rubbish & Recycling

Reduce, reuse, recycle

We are concerned about both the appearance of our sites and the environment and ask all organisers and visitors to follow the basic principle of reducing waste produced, reusing items where possible, and recycling waste.

Dispose of all rubbish responsibly, in marked rubbish bins

You will find rubbish bins at all the building areas, and in some other places across the site, and should place all rubbish within the correct bin as marked. Waste disposal is included in your hire charge, provided the usage falls within reasonable levels for the number of people attending, but excessive waste may be charged so please think carefully about what items you throw away.

Separate recycling

We encourage recycling at Huntley Wood. Unfortunately due to the difficulties of separating customer rubbish (it only takes one piece of non-recycling placed in a recycling bin and our staff have to manually separate everything), we are unable to provide recycling bins. We do ask that wherever possible, waste that can be recycled is removed from site and disposed of in an appropriate manner.

Do not drop litter, including biodegradable items

We aim to keep Huntley Wood looking pristine for all our visitors, and ask that no litter be dropped anywhere. This includes biodegradable items such as paper, cardboard or food waste. All rubbish of any sort should be disposed of in the correct rubbish bins or removed from site.

Do not bury or burn any rubbish

Rubbish should not be buried or burned, but should be disposed of correctly.

Rubbish bins will be emptied regularly

Rubbish bins will be emptied regularly by site staff. If you find that bins are overflowing, please let your organiser or the manager know.