



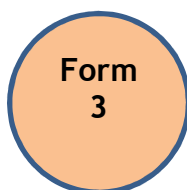
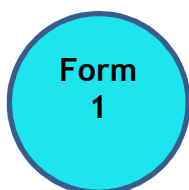
This information pack has everything needed to book Cheviot View.

First, check the online calendar to make sure the site is free when you want to use it, alternatively contact the office (details below), then just fill out the forms that apply to your group.

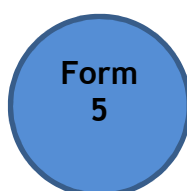
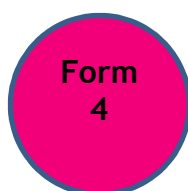
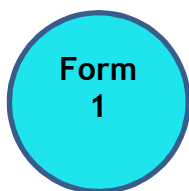
The Forms are numbered 1 to 6.

The following forms need to be completed by the relevant groups:

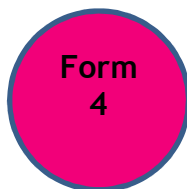
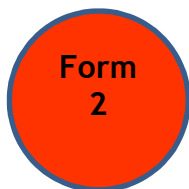
Guiding Groups - complete forms 1, 3 and 5



Youth Groups and schools - complete forms 1, 4, 5 and 6



General public - complete forms 2, 4, 5 and 6



Please send to:

North Tyneside Guide Association
Trefoil House
31 Howard Street
North Shields
Tyne and Wear
NE30 1AR

Any questions please get in touch

E mail: girlguidingnt@btinternet.com

Tel: 0191 2728979



Residential Outdoor Activity Centre and Campsite

Form 1: Youth Group and Youth/Adult Leader booking information

Cheviot View is situated in the centre of the rural hamlet of Kirknewton. This is the perfect location for those wanting large accommodation that is ideal for club/youth groups and provides a central base to experience all the adventure that Northumberland has to offer. The Lodge and Campsite can be booked independently or together.

The Lodge: Sleeps 36 in 5 bedrooms: 3 dorms sleeping 10, 10 and 8 people, leaders' room sleeping 5 with ensuite, 1 wheelchair accessible room downstairs sleeping 3 with ensuite. Bathroom facilities include 2 rooms with 3 toilets and 4 shower cubicles upstairs, 2 additional toilets and showers downstairs. Fully fitted kitchen, lounge, activity room and cloaks. Adventure playground on site next to the Lodge.

Campsite: Fully equipped campsite, capacity of 20 pitches / 40 occupants, 4 showers and 4 toilets including 1 wet room, storeroom with sink, fridge freezer, kettle, microwave and cooking/ eating utensils and plates etc. for 40 people. Use of upstairs bothy for shelter. Bring your tent, clothes and food.

Booking Information:

Bookings are secured on receipt of booking form and deposit, (cheque payable to North Tyneside Guide Association) or if you would like to pay via online banking, contact the office for further details.

The Lodge: Youth Groups/Schools/ D of E: £9.00 per person per night,
Youth Leader/ Adult leader booking: £12.00 per person per night,

minimum charge of £100.00 per night; non-returnable deposit £60.00;
£15.00 per night fuel levy charged October to April.

Campsite: £5.00 per person per night, minimum charge of £30.00 per night; non-returnable deposit £30.00.

Balance of Payments: This is due 1 month prior to your reserved date so we can organise keys etc. If payment is not made by this date we will assume the booking can be cancelled. Keys will only be issued on payment of the full balance.

Arrivals and Departures: 3.00pm arrival, 2.00pm departure. (Times negotiable).

No smoking Policy: We operate a no smoking policy across the whole site.

Pets: Pets / dogs are not permitted on site.

Form
1

Contact: Girlguiding North Tyneside County Office, (open during School Term Time)
Trefoil House, 31 Howard Street, North Shields, Tyne and Wear, NE30 1AR
Telephone: 0191 2728979 email: girlguidingnt@btinternet.com

Visit our website to view calendar bookings: www.girlguidingnorthtyneside.org.uk



Residential Outdoor Activity Centre and Campsite

Form 2: General Public booking information

Cheviot View is situated in the centre of the rural hamlet of Kirknewton. This is the perfect location for those wanting large accommodation that is ideal for club/youth groups and provides a central base to experience all the adventure that Northumberland has to offer. The Lodge and Campsite can be booked independently or together.

The Lodge: Sleeps 36 in 5 bedrooms: 3 dorms sleeping 10, 10 and 8 people, leaders' room sleeping 5 with ensuite, 1 wheelchair accessible room downstairs sleeping 3 with ensuite. Bathroom facilities include 2 rooms with 3 toilets and 4 shower cubicles upstairs, 2 additional toilets and showers downstairs. Fully fitted kitchen, lounge, activity room and cloaks.

Campsite: Fully equipped campsite, capacity of 20 pitches / 40 occupants, 4 showers and 4 toilets including 1 wet room, storeroom with sink, fridge freezer, kettle, microwave and cooking/eating utensils and plates etc. for 40 people. Use of upstairs bothy for shelter. Bring your tent, clothes and food.

Booking Information: Bookings can be taken no more than 6 months in advance for weekends and school holidays. Bookings can be taken anytime for term time, week days. Receipt of your deposit (cheque payable to North Tyneside Guide Association), confirms your booking. If you would like to pay via online banking, contact the office for further details.

The Lodge: General public, inclusive of number of children: £15.00 per person per night, minimum charge of £150.00 per night; non-returnable deposit £60.00; £15.00 per night fuel levy charged October to April.

Campsite: £5.00 per person per night, minimum charge of £30.00 per night; non-returnable deposit £30.00

Balance of Payments: This is due 1 month prior to your reserved date so we can organise keys etc. If payment is not made by this date we will assume the booking can be cancelled. Keys will only be issued on payment of the full balance.

Arrivals and Departures: 3.00pm arrival, 2.00pm departure. (Times negotiable).

No smoking Policy: We operate a no smoking policy across the whole site.

Pets: Pets / dogs are not permitted on site.

Contact: Girlguiding North Tyneside County Office, (open during School Term Time)
Trefoil House, 31 Howard Street, North Shields, Tyne and Wear, NE30 1AR
Telephone: 0191 2728979 email: girlguidingnt@btinternet.com

Visit our website to view calendar bookings: www.girlguidingnorthtyneside.org.uk



Form
2



GIRLGUIDING NORTH TYNESIDE



CHEVIOT VIEW, KIRKNEWTON

Form 3: BOOKING REQUEST (Guiding Groups)

From: _____ Tel No: _____
 Address: _____ Email: _____
 _____ County: _____
 _____ post code _____ Unit: _____

I wish to make the following reservation for Cheviot View.

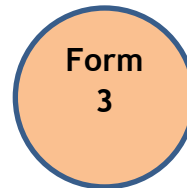
- The Lodge The Campsite

From: Day _____ Date _____ Approx time _____

To: Day _____ Date _____ Approx time _____

Total number of nights _____

Approximate numbers: Brownies _____
 Guides _____
 Senior Section _____
 Adults _____
 Non Members _____



- Enclosed: **Non-returnable** deposit of (£60.00 for Lodge and/or £30.00 for Campsite)
 (Cheques payable to North Tyneside Guide Association) OR
 BACS payment

Please Note the balance is payable **1 month before** your visit. If payment is not received your booking may be cancelled.

SIGNED DATE

Please return this completed form to Girlguiding North Tyneside, Trefoil House, 31 Howard Street, North Shields, Tyne & Wear, NE30 1AR

- ENCLOSING:** Booking Request form
 Appropriate Deposit cheque
 A5 Stamped addressed envelope for balance form and receipt.
 A signed Campsite Rules form

PLEASE NOTE: A booking is secured when the above items are received. Provisional telephone/ e mail bookings **will be held for 10 days only** before being cancelled.



GIRLGUIDING NORTH TYNESIDE



CHEVIOT VIEW, KIRKNEWTON

Form 4: BOOKING REQUEST (non-Guiding Groups)

From: _____ Tel No: _____
 Address: _____ Email: _____

 _____ Post code _____ Group: _____

I wish to make the following reservation for Cheviot View.

- The Lodge Campsite

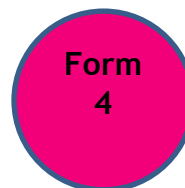
From: Day _____ Date _____ Approx time _____

To: Day _____ Date _____ Approx time _____

Total number of nights _____

Approximate numbers: Adults _____

Children _____



- Enclosed: **Non-returnable** deposit of (£60.00 for Lodge and/or £30.00 for campsite).
 (Cheque payable to North Tyneside Guide Association).
 BACS

The balance is payable **1 month before** your visit. If payment is not received your booking may be cancelled. Remember to also return your signed insurance indemnity form and a copy of your insurance policy document.

SIGNED DATE

Please return this completed form to Cheviot View Secretary,
 Trefoil House, 31 Howard Street, North Shields, Tyne & Wear, NE30 1AR

- ENCLOSING:** Booking Request form
 Appropriate Deposit cheque
 Insurance Indemnity Form
 Copy of Insurance policy document
 A signed Campsite Rules form
 A5 Stamped addressed envelope for receipt and return forms

PLEASE NOTE: A booking is secured when the above items are received. Provisional telephone /e mail bookings **will be held for 10 days only** before being cancelled.



The residents of Kirknewton pride themselves on their small but lovely hamlet. Please help them to keep the hamlet beautiful and by our actions be a good P.R. representative for Girlguiding. Please conduct yourself with due regard to others at all times.

1. No arrivals or departures are to take place after 21:00 hours, except in cases of emergency or with prior agreement.
2. Please keep noise to a minimum throughout your stay. Quiet must be observed between the hours of 22:30 (absolute quiet after 23:00) until 07:00. When arriving or returning to the campsite at night please remember that other campers and residents of Kirknewton may be asleep and behave accordingly.
3. No stereos or amplified musical instruments are to be played on the site at any time. This rule may be relaxed for small stereos and acoustic instruments with prior agreement of Girlguiding North Tyneside between the hours of 10am - 8pm provided noise levels are kept to a minimum and are not intrusive upon other campers or the residents of Kirknewton.
4. Any generators used on site are to be of the appropriately silenced type and are not permitted for use after 20:00 (without prior agreement of Girlguiding North Tyneside) as they can spoil the peace and tranquillity of the evening for our neighbours.
5. The discharge of fireworks is strictly prohibited on the campsite and surrounding areas, unless within the appropriate season and with prior agreement of Girlguiding North Tyneside.
6. Vehicles are not allowed on the grassed areas. Vehicles must park in the car park.
7. Pets are not allowed at Cheviot View. Guide dogs are the only exception.
8. Please respect St. Gregory's churchyard and do not let groups go in there unsupervised.
9. We operate a no smoking policy at Cheviot View on all areas of the site including the car park.
10. Please note that outdoor cooking must be on raised altar fires or the fixed fire places, turfing is not allowed.
11. Please do not empty sanitary bins; contents are disposed of safely by a clinical waste firm.
12. Contract Terms - please note that these rules and conditions form the basis of our contract with you.

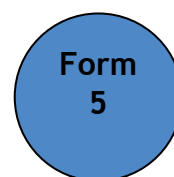
We have drawn up these guidelines for your benefit and that of others in the area, ensuring that your stay will be pleasurable and at the same time enabling us to continue our work in this lovely part of Northumberland.

NB: Girlguiding North Tyneside reserves the right to ask any group to vacate the Outdoor Centre and make good any damage caused. Anyone found to be in serious breach of the site rules may be asked to leave with immediate effect, without any refund and may be refused future admission to Cheviot View. We thank you for your co-operation.

Signed: _____

Dated: _____

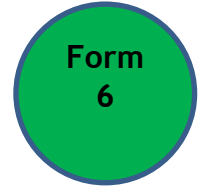
For and on behalf of: _____





(THE GUIDE ASSOCIATION)
Agreement for the occasional hiring of Guide premises

Form 6: Insurance Indemnity Form



Name of Unit/Area: **GIRLGUIDING NORTH TYNESIDE**

(the Owners) a registered charity number: **1020096**

to be completed in triplicate:

1 copy to be sent to Girlguiding Insurance Service, AON Ltd., PO Box 410, Redhill, Surrey, RH1 1AW

1 copy to be retained by Unit/Area

1 copy to be retained by Hirer

UNDERTAKING TO INDEMNIFY

In consideration of the Owners making the facility noted below available to persons and bodies** [who are not members of the Guide Association] on the terms set out below, the Owners require the following Undertaking to be completed.

(name of the person or organisation) _____

will hire (address of premises) **CHEVIOT VIEW, KIRKNEWTON, NE71 6XG**

from _____ to _____

between the hours of _____ and _____

(including setting up and clearing away time) and will pay to the Owners before the commencement of hiring the sum of £ by way of hiring _____ charge

The Hirer undertakes to indemnify the Owners against all losses in respect of damage to the premises or to property belonging to the Owners and against all claims made by any person for personal injury or loss of or damage to any other property arising out of the hiring and caused by the negligent act, error or omission of the Hirer, or the Servants or Agents, or Members or Guests of the Hirer.

** [The Hirer further undertakes to effect and maintain in force for the period of the hiring an insurance policy covering Third Party Liability, including all liabilities referred to above, for a Limit of Indemnity of not less than £1,000,000 (one million pounds) and to produce the Policy on request to any authorised officer of the Association].

Signed _____ Address _____

Name _____

(block capitals) _____

authorised to sign on behalf of _____
Title of Organisation

Date _____

** *Delete the wording in square brackets if the hiring is to another unit or area, Trefoil Guild or other body associated with and belonging to the Guide Association*

Girlguiding UK Insurance Service 0845 260 1053

Email insurancesupport@girlguiding.org.uk