

Website – Camper (Group) Booking Info – Peak 2020

We're delighted that you want to bring a group of young people to Peak 2020.

Below are some hints, tips and useful information to help you with your Group Booking – with key dates and supporting information re other areas to consider so you and your young people can be well prepared for a great Movie Adventure at Peak 2020.

GETTING STARTED – Creating a Peak Account – start of application

<https://bookings.peakcamp.org.uk/>

1. Create a User This is the person making the booking on behalf of the Group. This person does NOT have to attend as a leader but MUST make sure all details on the booking are correct and up to date and action/pass on information.
2. Name This can be as long/short as you would like – but don't forget it!
3. Password Must be at least 7 letters/numbers – it doesn't need fancy symbols. Again..... don't forget it!
4. email We need a valid email address so we can send you a link to activate your Peak 2020 account. Don't forget to let us know if this changes before the start of Peak 2020!
5. Activation Once the email has arrived (it should only take a minute) then click on the link to activate your login to the system. You only need to do this the first time to activate your registration. Once you have done this you can go direct to your Group booking from the website (remembering your User Name + Password each time.)
6. Booking Application You can start your group application to attend and become "In progress". To do this we need you to provide the contact information requested. Groups will remain "in progress" until you submit a booking.
7. In progress "In progress" is just a registration of interest and does NOT guarantee a confirmed booking for Peak 2020

To complete a booking application you need to input the information requested under the "Bookings Form" tab on the menu bar. All areas with a red cross need to be viewed – others are optional.

The Bookings menu includes as a minimum: Camper numbers, Attendee list (full details of adults + and any of their children details of Participants later) as well as International details (indicating whether or not you are interested in hosting – see below).

Please note that there is a minimum Group Booking of 2adults + 8 young people – smaller groups will need to find another Group with which to camp.

IMPORTANT/USEFUL INFORMATION

BOOKING TERMINOLOGY

From “In progress” your booking will move to “Deposit pending” and once your deposit is received (and any permissions granted) it will be moved on to “Accepted.”

1. Deposit Pending Once you have submitted a booking – with the details of numbers attending – you need to send your deposit. **Deposits are not refundable.**

We recommend that you have deposits from the participants before submitting your booking.

Deposits are £50 for participants, £40 for leaders, £40 for any 50/50 young leaders working with your Groups and full payment for children of leaders (under 10years).

Please note: once you have submitted your application you cannot change the numbers/names of adults/children online. You will have to email to request any changes to campers.admin@peakcamp.org.uk . Names of participants (Guides/Scouts) can be added later in 2019. However, if the allocation of male/female places need adjusting, then once again you must contact campers admin.

2. Accepted Once the deposits have been received, then your Group’s attendance will be confirmed and moved to “Accepted”. This will be the holding status until full balance of payment is received.

There will be more to do later this year including inserting activity permissions and payment of your balance before your booking is finally completed.

If for any reason, you need to alter your booking, or have any specific questions, please email campers.admin@peakcamp.org.uk

PAYMENTS

All payments must be from a Group account – personal cheques will not be accepted for GROUP bookings. A booking form (downloaded) must accompany any cheques. If you are paying by BACS – please follow the instructions and include your booking reference number. Please do not send cheques by signed-for special delivery. All posted items should be sent to:

Camper Bookings, Peak 2020, P O Box 8367, BELPER Derbyshire DE56 9FS

1. Deposits **These are due within 28 days of submitting your booking application.**
Deposits are not refundable and can only be transferred between members within the same booking, should the need arise.

All deposits must be paid by 31st December 2019

2. Balance The deadline for final payments is 31st March 2020.

3. Costs Fees are £195 for each participant to attend Peak.
Leader fees are £40 per person.
Young Leaders doing 50/50 role (with Group) is £100.
Children aged 2-under 10 are £15.
- Please note – these fees do not include travel, catering or pocket money which you will need to budget for yourselves
4. Bursary If you are a Derbyshire Group/Leader and have members who are struggling to pay to attend Peak then you can apply to the Scout/Guide County Commissioners for a bursary to help towards the cost. Please contact the Peak organisers for details.
5. Receipts Online downloadable receipts will be issued once payments have been received and processed by Campers Admin Team

WHO CAN BE PART OF A GROUP BOOKING?

- Leaders** All adults supporting a group and staying overnight must be over 18 and hold a valid (in date) enhanced DBS disclosure certificate from the Scout or Guide Association.
- If you are **an International Group**, we need to know that your leaders have the equivalent appropriate clearance from your country's Scout/Guide associations.
- You will need the date of birth and DBS details (number and date of issue) as well as membership number for all adults before submitting your Group booking
- Young Leaders** Each Group may have a MAXIMUM of 2 young leaders to support them directly. These can be requested as an addition to your booking by emailing: campers.admin@peakcamp.or.uk giving details of their support role. They can be part of your Group leadership team (either full time or 50/50) but must have a specific support role which should be detailed on your request.
- Participants** Minimum age is 10 years. Maximum age is under 16 years.
- Children** Peak and its activities are designed for those of Guide and Scout age. Should you need to bring a child that is under 10 years old with a group, then permission must be granted by the Organisers - this is by automatic email when you submit your booking. Please note, there is no childcare provision for children of Group leaders and no additional adults will be allocated to your leadership team. There is a charge of £15 for children aged 2-under 10. Under 2's are free.

Flexible Leadership It is possible to allow for job-shared leadership of your Group over the week of Peak 2020. Please email us with the details should you need to share a leadership role between leaders during the week of Peak 2020.

Staff Leaders who have applied for a staff role at Peak MAY opt to camp with their Group rather than in the Staff village. Once these are confirmed in their role and have a staff booking reference number, they will automatically be added to your booking.

PLEASE do not add potential staff members – they must have a confirmed role first.

OTHER USEFUL INFORMATION

Ratios It's important to note that Peak 2020 has a ratio of 1 adult: 5 young people – this enables us to maximise the number of young people able to attend. There is also a MINIMUM Group size of 2 A:8 Y/p. Should you need additional adult support for your group then please indicate this at the time of booking (there is a box to request details of why you are exceeding the ratio – this will be reviewed after you have submitted your booking). Alternatively, email campers.admin@peakcamp.org.uk

International You MUST open this field and answer the questions prior to submitting your booking. We need to know if you have already arranged to host an International Group (i.e. provide equipment and catering and possibly travel) or whether you would be interested in doing this. Our International Team will get in contact to clarify details.

If you are an International Group – we are delighted to welcome you to Peak 2020. Our International Team can offer support and advice for you. Contact them via international@peakcamp.org.uk . We do however, need to ensure that you have filled in the Confirmation of Membership form (which you download) and we can offer a letter of Invitation if this is required for Visa etc.

Please note: You need to fill in details of any ratio exception, children of adults and international support and then **submit your booking** (do not wait for clearance first). Responses to these requests will follow shortly.

Additional Needs It is important that we are aware of any additional needs as soon as possible. As Peak 2020 is constructed from a green field site there is a limit to what we can provide onsite. It may not be possible to offer some facilities direct to your Subcamp.

- Insurance** Whilst Peak 2020 has an Insurance policy which covers the activities it provides, it does not offer insurance cover for any Group equipment brought to site, nor do we provide Cancellation insurance – Peak 2020 WILL be going ahead!. We also recommend that International Groups take out medical and travel Insurance. If such cover is required then groups should contact a reputable Insurance Company.
- REN and NAN forms** A Peak Booking application does not replace these and does not automatically inform relevant commissioners that you intend to come. Please ensure you have notified the relevant Association Commissioners
- Privacy Policy** Please click this (on the bookings page) to see details of what information Peak 2020 requires, how it will be stored, who can access it and how long it will be kept. (To return to login – see the top menu bar)
- Code of Conduct** All adults attending Peak 2020 (either leaders/staff must agree to comply with the Peak Adult Code of Conduct – showing commitment, tolerance and setting a good example to all. Please ensure that all your leaders have read and agreed to this before you add their details to the Booking form <https://peakcamp.org.uk/wp-content/uploads/2019/01/Peak-2020-Adult-Code-of-Conduct.pdf>
- Facilities** Each sub-camp will have access to toilets and running water. Whilst there will be showers on site, they are limited and not one per subcamp. We recommend you consider personal washing facilities for your Group.
- Food + Shopping** There will NOT be a supermarket onsite. Bread, milk and other basics will be available to order. Online supermarket deliveries will be accepted and delivered to a specific warehouse area for you to collect – more details about this will be available shortly.
- Cookers** A limited number of cookers for large scale catering will be available to hire. It may also be possible to order water boilers. More details later this year.
- Day Support** An opportunity to add Day leaders to your booking will be offered. These will be limited to a maximum of 2 per day. (No additional children will be accepted onsite.)
- Visitors** A visitors evening is in the schedule – awaiting details and confirmation. It may be possible to add (any pay for) an occasional daytime visitor – more details later

If you have any questions or require assistance with your booking please contact the Campers Booking Team via campers.admin@peakcamp.org.uk

To start your Peak Group Booking go to <https://bookings.peakcamp.org.uk/>