

# Nottingham City Council

## Summer Holiday Provision Provider Info

There are 4 “Outdoor Classroom” sites available to book:

### North Provision



Rufford Primary & Nursery School  
Hoewood Road, Bulwell  
Nottingham NG6 8LE

### West Provision



**Bluecoat Beechdale**  
Belong, Believe, Achieve

Bluecoat Beechdale Academy  
Harvey Road, Bilborough  
Nottingham NG8 3GP

### East Provision



Colwick Park Adventure Centre  
River Road, Colwick Country Park  
Nottingham NG4 2DW

### South Provision



The Nottingham Emmanuel School  
A Church of England Academy

The Nottingham Emmanuel School  
Gresham Park Road, West Bridgford  
Nottingham NG2 7YF

**Dates:** Each site will be set up for 5 weeks and activities can take place on Monday to Friday from:

w/c 27/07/2020   w/c 03/08/2020   w/c 10/08/2020   w/c 17/08/2020   w/c 24/08/2020

**Times:** 3 timeslots per day are available to book on a first come, first served basis:

10am to 12pm   12pm to 2pm   2pm to 4pm

**Further Information:** Please refer to our Terms & Conditions on page 2.

**Any Questions? How to book:** Please email with the following information:

Contact Name	Contact Mobile	Contact Email
Preferred Site	Preferred Date(s)	Preferred time slot(s)
Provider Name	Details of session to be delivered	Est. number of participants

[Adventure@nottinghamcity.gov.uk](mailto:Adventure@nottinghamcity.gov.uk)



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City Council

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## Terms and Conditions of Use

### **Terms**

Provision: *this is the infrastructure and site access that is being arranged for providers to book.*

Provider: *this refers to the provider that has booked to use the provision.*

Session: *this is the activity session that the provider will deliver.*

### **Conditions**

- The provision will consist of one 6 x 6 metre marquee and one large storage/staff tent.
- Each marquee will be set up with some camp tables and chairs.
- The 2-hour time slot consists of 30 mins for set up, 1 hour for delivery and 30 mins for clean down.
- It is the responsibility of providers to risk assess their sessions and ensure any risk to staff, participants or others is managed, as far as is reasonably practicable (a toolkit has been prepared to support with this).
- Providers should cooperate with the facilities' managing organisation in order to manage risk effectively.
- Providers are responsible for promoting their sessions, recruiting participants and managing the booking in process. A record of participants must be kept in order to comply with NHS Track and Trace protocols.
- Providers are responsible for checking the integrity of the site and infrastructure prior to use.
- Providers are responsible supplying and removing all signage and resources needed for the session.
- Providers are responsible for having appropriate recruitment processes and staff cover in place.
- Providers are responsible for supplying soap and paper towels (if toilet provision in place) and hand sanitizer.
- Providers are responsible for suitable and sufficient cleaning down of the provision (including toilets) prior to departing. Providers must bring their own cleaning resources with them.
- Providers are responsible for appropriate measures in place for collecting (e.g. bin bags) and removing waste from site.
- Providers must arrange and supply suitable and sufficient first aid resources.
- There may be access to indoor toilets or a portable toilet with basin. The provision is intentionally simple, in order to reduce shared touch points and to enable providers to use the provision as they see fit and take ownership over its use.
- Providers are responsible for suitable and sufficient cleaning down of the provision (including toilets) prior to departing.
- Providers that have booked the 2- 4 pm slot are responsible for 'closing' the marquee (door flap zips etc.)
- Providers should have suitable and sufficient insurance in place.
- Please report any damage to the site/infrastructure ASAP to the contact details provided. We reserve the right, at our discretion, to make reasonable charges for damage to provision.
- We reserve the right, at our discretion, to prevent/restrict further access to the provision.

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