



**Girlguiding**

Cambridgeshire East county  
Jarman Centre

## Jarman Centre Grounds

**Notes and Booking Form  
for Outside Day and Evening Visits, including Parties**

**119 Duchess Drive, Newmarket CB8 9HB**

(GR: TL660620)



An outside day/evening booking includes:

- the main Campfire Circle (*but not the House Campfire Circle*)
- the main Barbecue (*but not the House Barbecue*)
- the Picnic Benches in the area at the top of the slope (*but not the patio or lawn immediately in front of the house*)
- the Solid Shelter (*shared with other groups on site*), which has electric lighting and provides emergency wet weather accommodation, and toilet facilities
- access to all other areas of the grounds (*except campsites and archery range if these have been booked by another group*)

Access to the House Lobby is for emergency telephone use only. Other House facilities are not available to visitors to the Grounds. Please respect the privacy of House Residents and Campers.

Keys to the entrance gate, Solid Shelter and the Lobby (only) of the House are collected from, and returned to, the Keyholder (contact details will be provided shortly before your visit).

### Lighting fires

- This is a heavily wooded site – please take extra care with all fires.
- Be very sure all fires are extinguished before you leave them, but for safety reasons, do NOT clear the ashes – leave them on the slab/campfire/altar fireplace. We ask the next user to clear the base before starting their new fire.
- Fires should only be lit on an altar fireplace, the slabbed cooking bases provided in the front part of the estate, or the two campfire circles. Please keep your fires within the marked out areas.
- Specific permission from our Estate Manager must be obtained for any fire elsewhere in the grounds.
- No naked flames in the Solid Shelter.
- Turfing and fire pits are not allowed.
- All campfires must be kept to a reasonable size – see the Jarman Centre Risk Assessments: <https://jarmancentre.org.uk/downloads/useful-information>
- Any dead wood on the ground or in wood piles may be used for fires.
- Trees should not be cut down, nor branches removed. Please protect our trees – the whole estate is covered by a Woodland Protection Order.
- **NB:** Portable barbecues in foil trays get VERY HOT. Use them with care and only under careful supervision, and ALWAYS put them on the stone slabs or grids that we provide at the campfire circles, barbecues, altar fires

and patrol cooking bases. It is dangerous to put them on wood (which will catch fire); grass (which will burn a hole) or our plastic benches and barbecue shelves (which will melt).

### Site care

Don't pick the wild flowers or pull up any plants (except ragwort, nettles, brambles or privet within the camp site areas) and observe the Country Code.

### Site rules

- No firearms, air weapons or metal detectors are allowed.
- Keep to our fenced boundaries – see map (on website and in the Solid Shelter).
- Dogs are not allowed.

### Before you leave

- Make sure that the site is left clean and tidy, and that the Solid Shelter, including toilets, are clean.
- Make sure that all the lights and taps are properly turned off in the Solid Shelter.
- Lock all the toilets and the Solid Shelter itself.
- Return the keys to the Keyholder.

### Booking

First, check availability online at <https://jarmancentre.org.uk/availability/day-and-evening-visits-to-the-grounds> and send your request via the form on that page. Email/telephone bookings must then be confirmed within **four weeks**.

To confirm your booking complete the attached form and send it to the Booking Secretary (email [admin@jarmancentre.org.uk](mailto:admin@jarmancentre.org.uk) or phone 01223 813917 for the address) **with a deposit of one hour's fee for each date** (cheque payable to 'Cambs East Guides Jarman Centre'). If it is easier for you, you may pay the total amount in advance. In the event of cancellation, the deposit is non-refundable (but if you have paid the total amount, we will refund the difference).

The balance of the fees (if still due) should be sent, with the separate payment form at <https://jarmancentre.org.uk/downloads/forms> to the Booking Secretary as soon as possible after your visit(s).

A receipt will be issued at this point. For further information email: [admin@jarmancentre.org.uk](mailto:admin@jarmancentre.org.uk)

### A note about late payments

Full payment should be made within 1 week of visit. The Jarman Centre reserves the right to charge 5% per month if the fee remains unpaid.

**Girlguiding Cambridgeshire East county**  
**Jarman Centre Grounds – Outside Day or Evening Visit (including Parties)**  
**Booking Form**

Please complete this form and send it with your deposit, to the Booking Secretary  
(email [admin@jarmancentre.org.uk](mailto:admin@jarmancentre.org.uk) or call 01223 813917 for the address)

Make your cheque payable to 'Cambs East Guides Jarman Centre'

We also accept online payments to our bank account: CAF Bank - account no 00017752 - sort code 40-52-40

NB: Girlguiding leaders should only make payments using their Unit's bank account facilities

Name of Organiser/Responsible Adult		
Organisation/Event		
Address		Postcode
Telephone	Mobile	Email

Date(s) of visit(s)			
Arrival time		Departure time	

Approximate number	Adults:	Children:
Parties: approximate age of children		

Please state any particular part of the grounds you wish to use:	
Will you be using the barbecue, altar fireplaces, and/or the campfire sites?	
Any other comments:	

*If you wish to book Archery, Woodland Skills or Campfire Experience/Campfire Singing please complete and include the relevant booking form as well*

Calculate the scale of fees and deposits required for your booking at <https://jarmancentre.org.uk/downloads/fees>

I enclose a deposit of £

**OR**

I wish to pay the total amount due now and enclose the payment form  
<https://jarmancentre.org.uk/downloads/forms>

Signed	Date (dd/mm/yyyy)
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Please note your personal information is held securely and only used for managing your bookings.