



BENTLEY COPSE ACTIVITY CENTRE

SITE INFORMATION

Bentley Copse Activity Centre, Hound House Road, Shere, Surrey, GU5 9JH
Office : 01483 202424 | bookings@bentleycopse.org.uk

About Bentley Copse



Campsite

With eighteen camping sites Bentley Copse has locations suitable for groups both large and small. Five buildings provide you options to run a camp supported by an indoor space for accommodation, catering, or storage.

Our position in the Surrey Hills makes us an ideal base for backpacking expeditions and Duke of Edinburgh at bronze or silver level.



Activity Centre

Over thirty engaging activities can enhance your program. Our self-led activities are run by your own group, or our qualified instructors lead our more adventurous activities. Talk to us if you're interested in volunteering opportunities.



Training

Parker Lodge is a well-equipped training building and sits at the heart of our provision. Be it a course for adults or a skill training for young people, we can provide a location for your training needs as well as delivering our own training courses:

- NSRA Air Rifles / Air Pistols : Spring
- Archery GB Instructor : Spring
- 16hr Outdoor First Aid : Autumn
- Scout Climbing Permit : By request
- Scout Climber Badge : By request
- Mechanics Badge : By request
- Master At Arms Badge : By request
- Activity Centre Service : By request



Events

As well as our giant winter *Frost Camp* and other scheduled scouting activity weekends we can assist you with your bespoke camps and events:

- Activity Camps / Days : We're able to deliver a packed schedule for large groups
- Family Camps : A staple of the scouting calendar

For booking enquiries email bookings@bentleycopse.org.uk or call 01438 202424

Site Rules



Do not drive into the woodland or on the field

Unloading must take place in the car park. You are not permitted to drive onto your woodland site, or onto any of our camping areas.

Speak to the duty manager on the closest drop-off point possible for heavy equipment. It may be possible to temporarily unload from our access track.



All-Quiet : 10pm to 7am

Noise outside of these hours must be kept to an absolute minimum to not disturb others.



No dogs

Dogs are not allowed on site. Ensure parents dropping off or collecting young persons do not bring dogs with them when walking around site.



Respectful and safe behaviour

Your group must be respectful to others on site, and to campsite facilities:

- Do not disturb other groups or walk through their camping space.
- Monitor the behaviour of young persons.
- Be mindful that even well-behaved groups have found humour in deliberately making a mess – *Throwing wet toilet paper around the washrooms is a common occurrence.*



Clean as you go – Double check as you depart

Rubbish will get dropped accidentally – *sometimes deliberately*. Sweeps for rubbish. Groups staying with us on expeditions may require additional monitoring to ensure that rubbish is disposed of correctly, and not abandoned across the site or in the toilets – *Unfortunately a common occurrence.*



FAQs : Are we allowed to?

There is a page of frequently asked questions at the end of this document.

Arrival Process



Step 1 : Check your travel route

Cars, minibuses, vans and trailers are fine - Coach directions are available on our website – there is only one accessible route, and the roads are very narrow. **Do not attempt to travel by coach without first arranging with us.**

Those hiking to site are **not allowed to enter or depart via Hound House Road on foot.**



Step 2 : Park considerately

Park *End-in* to the wooden barriers. Do not block gates. Assist parents to park considerately during drop-off and collection times.



Step 3 : Check-In

You must check-in with us upon arrival. Reception is often staffed 9am to 5pm. Call **07563 044 832** to speak to the duty manager if reception is closed.



Step 3 : Verify where you're camping

The invoice you have been emailed will contain your camping location – *While rare - This may change before arrival.*

There is also a map and list of reserved sites and accommodation buildings posted weekly outside reception. You may use the map there to identify your pitch.



Step 4 : Do not drive into the woodland or on the field



You are not permitted to drive to your woodland site, or onto any of our camping areas.

It may be possible to pre-book a tow for your trailer.



Step 5 : Unload using equipment trolleys

You should park in one of our car-parks and unload using our trolleys .

If you wish to move a vehicle closer to your site, do not do so without talking to the duty manager on **07563 044 832.**

Setting Up Camp



Camp Layout

Field and woodland sites allow flexibility in camp layout. Ensure you do not block paths and emergency vehicle access to sites. The treeline marks the boundary of your camping area – please be considerate to your neighbours if making use of adjoining tree-lines.



Hazard Marked Trees

Trees marked with a red and white band of hazard tape have been identified as having dead wood at height. These trees are being managed by our team and external contractors and will be having this dead wood removed. Under no circumstances should you pitch your camp under the canopy of such marked trees.



Loading and unloading

Remember you are **not** permitted to drive onto your site to unload or load. Equipment trolleys may be used to move equipment to and from the car park. Return all trolleys to the trolley store to allow their use by other groups.



Building access

If you have booked a building, you will need the keys to access it. Call the duty manager on **07563 044 832** if reception is closed.



Marquee Access

Our marquees are locations you can hire for your use. They cannot be used without having them included as part of your booking.



Badgers!

All food must be stored in badger and rodent proof containers. Badgers will enter tents, they will eat your stash of cream eggs, raid your bacon. They have even been known to fall asleep on camp blankets!



Freezer Shed

Our freezer shed is operational from spring until late summer – *or by arrangement outside of these times.*

The freezer shed contains:

- Fridge, Freezer, Chest Freezer, Ice Packs

Departure Process



Step 1 : Clean

Hired buildings must be returned clean and tidy, following the instructions and checklists provided.

Camping areas should be clear of all litter, food waste, altar fires and unburned firewood.

In the event of facilities being left unclean, cleaning fees will be charged at £25 per hour. All damages are charged at the cost of repair or replacement.



Step 2 : Check the toilets and washrooms

Do a sweep for lost property and litter. Vandalism to have our facilities, such as having a wet toilet paper fight, has become very common – even from young age scouting groups. Please do be vigilant and assist us by clearing up such deliberate mess.



Step 3 : Check the washing up area

Do a sweep for lost property, litter, and pasta clogged plugholes!



Step 2 : Know your camping numbers

So we may invoice you correctly, total up the number of adults camping, young persons camping and day visitors



Step 3 : Check-out

Standard check-out time is **4pm or earlier**.

You must check-out with us on departure. Reception is often staffed 9am to 5pm. Call **07563 044 832** to speak to the duty manager if reception is closed.



Step 4 : Invoiced after departure

You will be invoiced after you depart.

Toilets and Showers



Toilets

Our main toilet block by the car park is open throughout the year. Our *Top Toilet Block*, on the outside of Little Lodge is open during busier periods.

Other than those inside hired buildings our toilet facilities are accessible by all visitors.

The code of the adult toilets in the main toilet block is included in your booking confirmation email.

Toilet Cubicles

	Boys	Girls	Male	Female	Adult	Accessible
Main Toilet Block	6	6	2	3	-	-
Top Toilet Block	2	3	-	-	1	1



Showers

We have twelve showers across our two blocks. Our showers can see significant demand during hot and busy weekends.

Shower cubicles

	Boys	Girls	Male	Female	Adult
Main Toilet Block	2	2	2	2	-
Top Toilet Block	1	2	-	-	1



Adults and Young Persons

Adults may not use the young persons washrooms. Young persons may not enter the adult washrooms, even if accompanying a parent.



Family Camps / Baby Changing

We recommend that those holding family camps at Bentley Copse hire *Palmer House* to support their stay. This will provide them a male and female washroom suitable for family use.

A baby changing station is in the *Top Toilet Block* accessible toilet.

Dishwashing & Water Disposal



Dishwashing sinks

We have three large dishwashing troughs on the outside of the *Main Toilet Block*. These are reserved for dishwashing only.

You may never wash dishes in the washroom basins



Campsite dishwashing

You may wash dishes on your camping pitch – *Please provide your own bowls and tables / washing stands for this.*

All waste water should be poured down the dishwashing sinks to ensure it is treated correctly – please do not dispose of anywhere else.



Washing Up Liquid / Cleaning Products

You must provide your own cleaning products.



Chemical usage

Strong cleaning products such as bleach and oven cleaner – **may not be used at Bentley Copse**. Doing so will damage our waste water treatment systems.



Washing up bowls

We provide bowls for your convenience. Please reserve for washing up dishes, clean them and keep them in the washing up sinks.



Environmental impact

Our high capacity hot waster system is powered by propane. Please improve our carbon footprint by teaching your young persons to wash up efficiently:

- Rinse in cold water.
- Make efficient use of water – *All water is metered*
- Never just wash up under a running tap – use the washing up bowls.
- Wash up the cleaner items first!

Waste Disposal



Rubbish

Our large blue Dumpy Bins located in the car park should be used for all your catering recycling and waste.

At peak times we will aim to position bins on the *Camping Field* and adjacent to the *Main Toilet Block*.



Flatten packaging

Please flatten all packaging and boxes. Our bins can become 'full' at peak times, and this is invariably because the lower half is cardboard boxes that haven't collapsed.



Take your damaged equipment home

Our mixed recycling bins cannot be used for damaged equipment. Once an item such as a tent, chair or sleeping bag has reached the end of its life – please take it home to dispose of.



Heavy waste

Please be aware of the total amount of waste you are creating as we are charged by the kilo.



Chemical toilets

We have no disposal point for chemical toilets. Waste from chemical toilets cannot be disposed of at Bentley Copse as it will damage our on site sewage treatment plant – killing all the digestive bacteria.



Gas Cylinders

Gas cylinders, empty or otherwise, cannot be disposed of at Bentley Copse. Please take them home.



Waste at dishwashing sinks

Dispose of all food waste in the blue dumpy bins before washing dishes.

Open Fires



Open fires and barbeques

Unless affected by a drought ban, managed open fires are allowed across the site. You may use our altar fires, bring your own or use one of our designated locations for ground fires.



Ground fires / Campfire circles

You may book our large campfire circle. Our smaller circle in the *Parker Area* to the south of the site is available to use by request and not in use by those booking *Parker Lodge*, *Little Lodge*, or *Parker Camping*

Concrete bases for ground fires are available on sites 11, 12 and 13 and within the *Parker* woodland.



Altar fires

1. Collect from, and **return** to the store near the rifle range
2. Use a sheet of corrugated iron beneath them when using them on grass.
3. These are not bookable, so please share them considerately with other groups.



Wood pile / Wood sources

1. Our woodpile stock varies in the season.
2. You can collect wood across the site from any ground source.
3. You may not cut down any tree / branches.
4. You may wish to bring your own sources of wood if our wood pile is low.
5. Kiln dried softwood, ideal for fire lighting and teaching knife and axe skills is often available to purchase from our site shop.



Ash disposal

Unburned wood should be returned to the woodpile.

Ashes should be doused with water and disposed of in the Ash Pit next to the rifle range.

Safety



Group safety

Your visiting group holds responsibility for the safety of all persons in their group, including during drop-off and collection. Please ensure all adults are familiar with our documentation. You will be acting *[in loco parentis](#)* to the young persons in your group.



Accidents, incidents and near miss policy

Please do refer to our procedures or speak to the duty manager regarding any issues.



Safety policy documents and risk assessments

Our Risk Assessments and other safety documentation is available online:

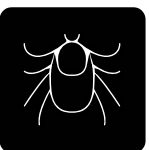
<https://www.bentleycopse.org.uk/booking/downloads/>



Wildlife Activity

Badgers are common at Bentley Copse. Food should be kept inside Palmer House, or within secure animal and rodent proof boxes and away from sleeping areas.

Badgers have been known to enter tents to reach food.



Ticks

Please follow government advice regarding tick bites.

<https://www.nhsinform.scot/illnesses-and-conditions/injuries/skin-injuries/tick-bites>



Hiking / Road safety

Our driveway entrance from Hound House Road **cannot** be used by those arriving on foot. Our South West bridleway gate should be used and is always unlocked.



Hound House Road is an extremely narrow and fast single track road. There are no pavements or verges – just steep walls on each side. It is not possible to over emphasis how unsuitable and dangerous it is to navigate on foot.

Expedition leaders must ensure their groups avoid Hound House Road and arrive / depart via our bridleway gate.

Fire Safety



Fire Points

Fire points are available across the site. These should be used to raise the alarm and support everyone's safe evacuation away from danger.



- North side of the Site Office by reception.
- East side of The Merrow Building
- North side of Palmer House
- North side of Little Lodge
- East side of the Rifle Range facing the track.
- West side of the main Campfire Circle.



Open Fires

Small fires should be at least five meters from tents, buildings, trees, or other flammable materials. Increase this distance for campfires. All fires should be kept off-ground unless at a dedicated campfire circle, or concrete fire base.

Follow safe practices when sawing / preparing wood – Only manual tools are permitted on site. No chain saws / reciprocating saws / circular saws.

- Fires should be kept to the minimum size possible. *This improves air quality and preserves the site wood supply.*
- Fire extinguishers or full water buckets should be kept close at hand.
- Fires should never be left unattended.
- Cool ashes should be disposed of in the *Ash Pit*.



Fire Assembly Points

There are two signed fire assembly points. These are marked on the site map.

- Adjacent to the flagpole on the field.
- North of the *Parker* campfire circle.

You should identify the closest fire assembly point to your visit and communicate its use to your group.

Should the closest point be unsuitable, such as being close to the source of fire, the alternative point should be used – *Or follow directions from Bentley Copse staff.*



Fire Drills and Building Evacuations

All groups are responsible for performing their own fire drills and preparing evacuation plans specific to their group.

Assistance is available from Bentley Copse staff should you wish to perform a realistic fire-drill.

Facilities



Site Shop

Our site shop has no fixed opening times, but can be opened on request. Please speak to one of our team or call 07563 044 832.

Our shop sells drinks and confectionary as well as a selection of gifts and souvenirs.



Allergen Information

Each group leader must perform their own risk-assessment for those in their care. Bentley Copse is not a nut-free site.



Equipment Hire

We have a selection of equipment available to hire, including:

- Tables and benches
- Tents
- Projector
- Gas BBQ
- Gas Griddle

Those with the appropriate qualifications and permits may hire our Climbing / Abseil Tower, Archery Range or Rifle Range.



Power Hookups / Generators

We have limited locations for where a power hookup can be arranged. Should you require power for medical devices or similar needs then please do enquire at the time of booking.

Generators may not be used at Bentley Copse.

Phone battery banks can be charged by the site team during working hours.



Wi-Fi

Wi-Fi access is available to over 18s on request. Please visit reception for login details. Wi-Fi will function when in close proximity to *The Site Office, Palmer House, Parker Lodge, Little Lodge, The Merrow Building*.

Activities



Preparing the group

1. Get the group ready for the activity 5 to 10 minutes early.
2. Ensure they are dressed for the conditions, with closed toed shoes.



Group leader preparation

1. Read the [activity operating instructions](#) for self-led sessions.
2. Read the [activity risk assessment](#).
3. Collect the self-led equipment and/or keys.
4. Arrive at the activity location 5 to 10 minutes early.



First Aid / In loco parentis

There must be an adult group leader accompanying each group of young person participants to an activity. This adult will be acting [In loco parentis](#) to the young persons in their group and have access to their emergency contact details. Group leaders must have access to a first aid kit.

Please ensure all groups participating in activities have immediate access to a first aid cover.

For instructor led activities, group leaders and other accompanying adults must ensure the young persons exhibit good behaviour and are following the directions of the activity instructor.

Instructed Activities



Instructor led activities

We have a wide selection of adventurous activities that are led by our instructors.

Twelve participants is the maximum for a standard session. It is sometimes beneficial to schedule sessions with smaller group sizes, especially if working with younger participants or those with additional needs.

Activity Age Suitability

Use this grid as a guide to aid selecting instructed activities for your group.

All activities can be run for ages six and above – please call us regarding younger ages.

Instructed Activities		6yr to 8yr	8yr to 11yr	11yr to 14yr	14yr+
Abseiling		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Air Pistols		★	★ ★	★ ★ ★	★ ★ ★
Air Rifles		★	★ ★	★ ★ ★	★ ★ ★
Archery		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Bush Craft		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Climbing		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Crate Stacking		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Crossbows		★	★	★ ★ ★	★ ★ ★
Fencing		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Gladiator Challenge		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Jacobs Ladder		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Leap Of Faith		★	★ ★ ★	★ ★ ★	★ ★ ★
Pirate Climb		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Surrey Hills Hike		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Team Building		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Tomahawk Throwing		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Zip Line		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★

Self-Led Activities



Self-led activities

These are managed and led by the adults in your group. We have a selection of fixed activity compounds (EG pedal karts) as well as activities that can be used across the site.

Activity Age Suitability

Use this grid as a guide to aid selecting self-led activities for your group.

All activities can be run for ages six and above – please call us regarding younger ages.

Self led Activities		6yr to 8yr	8yr to 11yr	11yr to 14yr	14yr+
Adventure Course		★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Aeroball		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Cave Maze		★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Den Building		★ ★ ★	★ ★ ★	★ ★	★ ★
Giant Table Football		★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Challenge Bucket		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Frisbee Golf		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Ghillie Suit Stalk		★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Head Of Doom		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Knot Orienteering		★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Impossible Ladder		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Minibeasts		★ ★ ★	★ ★ ★	★ ★	★ ★
Mini Crossbows		★ ★ ★	★ ★ ★	★ ★	★
Nerf Wars		★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Night Line		★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Orienteering		★	★ ★	★ ★ ★	★ ★ ★
Pedal Karts		★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Photo Quiz		★ ★ ★	★ ★ ★	★ ★	★
Pioneering		★	★ ★	★ ★ ★	★ ★ ★
Slack Line		★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Soft Archery		★ ★ ★	★ ★ ★	★ ★	★
Soft Tomahawks		★ ★ ★	★ ★ ★	★ ★	★

Local Area



Mapping

Our grid reference is [TQ 07639 11521](#)

The ordnance survey has route options here:

<https://getoutside.ordnancesurvey.co.uk/local/bentley-copse-guildford>

Bentley Copse is to the East of [OS Explorer 145 Guildford and Farnham](#), with [OS Explorer 146 Dorking and Reigate](#) being useful for routes to/from the East.



What3Words

Our what3words location is [earl.handy.hoops](#)



Supermarkets

There are supermarkets in Cranleigh, Dorking and Guildford. A co-op is located in the village of Shere.

The supermarkets will deliver. Do coordinate deliveries for when you will be on site to receive the delivery.



Public Transport

We are not directly accessible by public transport. There is a train station in Gomshall.



GP & Hospital Accident and Emergency

Shere Surgery & Dispensary, Gomshall Ln, GU5 9DR, 01483 202066

The [Royal Surrey County Hospital](#) (Egerton Rd, Guildford GU2 7XX) is the closest A&E department.

Our address is Bentley Copse Activity Centre, Hound House Road, Guildford GU5 9JH

Frequently Asked Questions

Dogs : Can we bring well behaved dog?	No, dogs are not permitted on site at Bentley Copse. Please ensure parents do not bring their dog with them when dropping off / collecting.
Bedding : Do you supply it	No, our buildings do not come with bedding, nor do we have it available to hire
Campervans : Can we sleep in them?	Yes, but not on your camping pitch – only in the car parks.
Drones : Can we fly?	Sorry, it is not permitted to fly drones at Bentley Copse
Birthday Parties / Private Bookings : Do you offer?	Yes we offer private bookings and parties.
Shelter Building : Are there materials?	Building natural shelters is difficult due to the lack of resources. We recommend you build tarp shelters.
Tree Climbing / Rope Swings : Is this allowed?	No, please do not build rope swings or allow climbing of our trees
Own Instructor : Can we use our own activity instructors?	Yes, if arranged in advance.
Site Staff : Where are they?	If the office is locked and you can't find us, call or WhatsApp 07563 044 832.
Hiking Gates : Will they be open?	The SW hikers entrance from the bridleway is always unlocked.
Shop : When does it open?	Contact us to book a time for a shop visit.
Music : Can we play?	Yes, but be very considerate to other groups and adhere to the site all-quiet times (7am to 10pm)
Woodpile : Is it well stocked?	Usually yes. You may burn windfall you find on the ground.
Site Service Work : Do you offer.	Yes, we can accommodate your group for site service volunteering, contact us to make arrangements.
Waste Water : Where do we pour?	Down the washing up sinks outside the main toilet block.

Site Map

