



**WELCOME TO**



**4 - 6 JULY 2025**

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## About Us...

CITS is a Hertfordshire Scouts Activity Centre's Event, run with the support of a wide range of Scouting volunteers – many of whom are members of Team Hertfordshire.

Bookings for CITS are managed by the Hertfordshire Scouts Bookings Team, the event is held at Well End Activity Centre owned and operated by Hertfordshire County Scout Council (HCSC).

# Welcome to CITS 2025

We are incredibly excited to be able to bring you the details of our new event for Cubs, CITS 2025. We look forward to welcoming groups to the event. CITS offers Cubs the opportunity to enjoy the experience of camping alongside a range of exciting activities.

A range of activities including caving, soft archery and traversing will be running for the Cubs to partake in.

We are always looking for volunteers to help run events, if you feel this is something you can do, either yourself or as a group, please get in contact with us.

Included in this guide are most things that you need to know to enjoy CITS 2025- should you have any further questions please drop us an email at [info@wellend.org.uk](mailto:info@wellend.org.uk).

CITS Organising Team  
Hertfordshire Scouts

# EVENT PROGRAMME

## FRIDAY

16:00	Leaders can arrive and set up tents
18:00	Cubs Arrive
19:30	Wide Game
20:00	Supper (soup & rolls)

## SATURDAY

8:00	Breakfast
9:00	Activity Zones
11:00	Break
11:15	Activity Zones
12:30	BBQ Lunch
13:30	Activity Zones
15:45	Break
16:00	Activity Zones
17:45	Evening Meal
19:00	Wide Game
20:15	Camp fire
21:00	Hot Chocolate provided to all
22:30	Time for all sites to be quiet

## SUNDAY

8:00	Breakfast
9:00	Activity Zones
10:30	Drinks provided to all
10:45	Activity Zones
12:15	All bases finish
12:30	Packed Lunch
12.45	Closing Ceremony
13:00	Pack away / Tidy sites
14:00	Finish



## ACTIVITY ZONES

Caving

Archery

Rope & Knotting

Orienteering

Vertical Wall

Backwoods Cooking

Mini Golf

Trampolining

Inflatables

Rear Steers

Fairground Stalls

Ridgeline Climbing

Please find above activities available for Cubs.  
 All activities are subject to change if wet/dependant on numbers.  
 Risk assessments will be available on the website.



## **Catering Package:**

Sample Menu\*:

- **Friday Supper - 8.00pm**  
Soup & Rolls
- **Saturday Breakfast - 8.00am**  
Toast, Cereals, Brioches and Fruit Juices
- **Saturday Lunch - 12.30pm**  
BBQ - Chicken and Sausages  
Burgers for Adults
- **Saturday Dinner - 5.45pm**  
Pasta Bar with Bolognese, Cheese and Tomato Sauces.  
Muffin or Fruit
- **Sunday Breakfast - 8.00am**  
Toast, Cereals, Brioches and Fruit Juices
- **Sunday Lunch - 12.30pm**  
Ham or Cheese Sandwiches, Crisps, Chocolate bar, Fruit
- Hot drinks and squash will be available on the go throughout the day.  
Please ensure you bring your own reusable cup or mug.

\*Please note this is a sample menu and is subject to change

Dietary requirements will be requested in the Guest Information Form prior to the event.

## Arrival

You can start setting up your tents from 9.00am on Friday. If you need to arrange to drop off equipment, or to start setting up tents earlier this can be arranged. Please contact [info@wellend.org.uk](mailto:info@wellend.org.uk) to discuss this. Arrival slots will be allocated to groups closer to the event. If possible, please car pool - this keeps the number of cars down and helps the flow of traffic.

Upon arrival, participants should make their way to reception located at the activity field.

Please note, dogs are not allowed on site at any time, except for guide/hearing/assistance dogs.

## Departure

Departure on Sunday by 3.00pm.

Departure slots will also be allocated to groups closer to the event to help with the flow of traffic.

## Equipment Hire



### Altar Fires

Altar fires and grids are available to hire.

**Free for this event**



### Benches & Tables

We offer craft and cooking tables for hire as well as table and benches.

**From £5.00**



### Tents

We offer a range of 3 and 5 man tents for hire with capacity for over 300.

**From £3.00**  
per person per night



### Marquees

Our marquees come in a range of sizes from 6m x 6m to 100m x 12m.

**From £150.00**  
per 24 hour\*

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We also have larger equipment such as cookers and lighting available either on site or for your own event at another centre.

Please contact us for more information and to discuss any requirements.



## Site Information

### About the site

Well End has 5 acres of meadows and 4 acres of woodland and has purpose built infrastructure to support numerous events throughout the year.

From the A1 Borehamwood junction (midway between Stirling Corner and the M25) take the A5135 towards Borehamwood.

As you pass the BP garage, bear right following the signs for Shenley, then immediately left as you pass the Elstree Tower, signs for Well End and Shenley. Go straight on at the small roundabout, and follow the road as it bears right then sharp left into Well End Road. Continue past Potters Lane and look for the entrance to the Centre on the Left after about 300m.

### Toilets & Showers

Well End has plenty of toilet, shower and washing facilities.

There is also an accessible toilet available for those with additional needs.

### Water

Drinking water is available from taps conveniently situated throughout the site.



## **Camping Areas**

Groups will be pre-allocated camping areas corresponding to their numbers in camp. Should you have a particular preference please let the bookings team know in advance of the event and we will endeavour to allocate on a first come, first served basis.

Our Event Support team will ensure that fire breaks are left at regular intervals throughout the subcamp.

It is the group leader's responsibility to ensure that all Scout Association guidelines are adhered to within their own camping area.

Caravans & motorhomes – we understand that some campers may wish to bring a caravan or motorhome, particularly for health reasons - please contact us for further information. Any provision for these will not be in the main camping areas.

## **Souvenirs**

A range of souvenirs are available to be purchased and pre-ordered from our online shop.

The online shop can be found at [www.hertfordshirescouts.org.uk/shop](http://www.hertfordshirescouts.org.uk/shop).

## **Waste & Recycling**

Hertfordshire Scouts work with Cawleys for their waste disposal. As Cawleys sort the waste at their plant, there is no need to separate it before disposal in our bins.

The bins are situated at the entrance on the left hand side just in front of the Bungalow.

## **Internet**

Well End has network dependent data coverage, which can vary through the site. There is no public wi-fi access, but we can make arrangements through the main office should it be required in an emergency.

## **Nights Away Permits**

Every group will require a leader with a 'campsite' nights away permit.

## **Adult to Young Person Ratio**

Adult to young person ratio should be adhered to as stated in POR.

## **Mobile Phone Charging**

We have phone charging lockers available for adult participants to use free of charge, on a first come first served basis. Each locker has two sockets. Please provide your own mains charger.

You can register for a locker at reception. Please make sure you return the key - failure to do so will result in a £25 key replacement charge being made to your group.

## **Generators**

Generators must NOT be switched on before 07:00 and should be switched off no later than 22:00.

Generators MUST be used in accordance with the manufacturer's guidelines. We strongly recommend that an earth rod is used in compliance with BS7671. Generator fuel MUST be stored in BS-approved safety containers. Generators should be diesel, unless no fueling required.

## **Event Safety Guidance**

Well End has comprehensive safety procedures in place, details of these will be sent to you prior to the event. Please ensure that your group are made familiar with them.

## **Security**

Well End is a fully enclosed site, entrances are barrier controlled and all key areas and access routes are covered by CCTV. Access to the site will be restricted to event participants and Scout visitors only.

## **Post & Parcels**

All post should be clearly marked with the intended recipients name and their Scout Group.

Should you wish any other 3rd party deliveries to be accepted by the site eg, Amazon Prime. Please ensure they are easily identifiable and that the delivery instructions are marked to reception. No delivery will be accepted before 09.00. Deliveries prior to arrival are by arrangement only.

## **Drones**

Well End Activity Centre operates a strict no drones policy.

## **Fires & Cooking**

It wouldn't be a camp without an evening spent round a campfire. Altar fires (1 per group) can be hired free. Please let us know by e-mail, [info@wellend.org.uk](mailto:info@wellend.org.uk), no later than one week before the event if required. It is highly unlikely there will be any available without pre-booking. No ground fires are permitted.

All cooking should be on gas. Please ensure that your gas pipes are in good condition and ideally have been replaced within the past 5 years. Gas bottles MUST be kept outside of the cooking tents on a suitable pipe.

For more information about Gas safety with the Scout Association see Scout Factsheet FS120347.

## **First Aid**

Each group will be responsible for providing first aid and dealing with medicines for its participants.

For prescribed medications that require refrigeration please ask at reception when on site.

With the ever increasing use of OSM and to simplify registration, we will not be gathering individual participants medical and contact information. If required we will contact group leaders using the contact information provided on the Guest Information Form which will be sent out prior to the event.

We will have a central first aid team to handle any incidents that occur outside of your camping area and to give advice/assistance to groups.

## **Smoking**

We ask that anyone who wishes to smoke does so out of sight and away from young people. For more information see <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/dealing-with-an-issue/smoke-free-scouting/introduction/>.

## **Alcohol**

No alcohol is permitted in the 'public' areas of CITS.

Should you have alcohol within your group camping area then current Scout Association guidelines should be followed, for more information see:

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/scouting-and-alcohol>.



## How To Find Us

Well End is based just past Borehamwood and can be easily accessed by car.

From the A1 Borehamwood junction (midway between Stirling Corner and the M25) take the A5135 towards Borehamwood.

As you pass the BP garage, bear right following the signs for Shenley, then immediately left as you pass the Elstree Tower, signs for Well End and Shenley. Go straight on at the small roundabout, and follow the road as it bears right then sharp left into Well End Road. Continue past Potters Lane and look for the entrance to the Centre on the Left after about 300m.

On arrival please make your way to our Reception, which is situated centrally to the Activities Field and clearly signposted from the Car Park.

## **Prices** (per person)

**Cub - £55** each (Inc. all Activities & Catering)

**Leader- £10** inc VAT (for catering)

## **Booking and Payment Information**

Please book via the online portal.

### **Key Dates to Remember**

A £10 non-refundable deposit per Cub at the time of booking is required.

6 Weeks before the event

Balance Invoice Issued

Beginning June 2025

Complete and return Guest Information Form and Dietary requirements to confirm numbers.

Booking will close one week before the event or when event places are full.

Booking are made in accordance with Hertfordshire Scouts standard terms and conditions available on our website.

## **Contact Info**

General information about Well End Activity Centre is available at [www.wellend.org.uk](http://www.wellend.org.uk)

Event information can be found at <https://www.6-14.hertfordshirescouts.org.uk/cits>

E-mail: [info@wellend.org.uk](mailto:info@wellend.org.uk)

Phone: 0208 236 0040

Post:

CITS, Well End Activity Centre, Well End Road, Borehamwood, Herts, WD6 5PR.



CITS is an operating name of Hertfordshire County Scout Council.  
Well End Activity Centre is a Hertfordshire Scouts Activity Centre.

Hertfordshire County Scout Council is a Registered Charity.

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