

**CODE OF CONDUCT FOR GROUPS USING
THE KING'S MEN STONE CIRCLE
IN PRIVATE BOOKINGS**

Introduction

This document is designed to assist Groups wishing to use the King's Men stone circle and Wardens performing gate duty for those Groups, in an effort to maintain preservation and conservation requirements and hopefully maintain good relations between those Groups, the Wardens and the Trust whom the Wardens represent. The following aims to specify procedures for both Groups and Wardens so both know what to expect during a booked event.

Prior to arrival

Please appoint a representative who will be able to introduce your Group to the duty Wardens. Ensure that your representative knows the plan of the event, can give at least an estimate of the expected numbers and is aware of the terms and conditions of use. Plan your event carefully, taking into account the length of time available and remember to allow for setting up and clearing.

On arrival

Please remember that the Wardens may not necessarily know who you are until your representative makes introductions. For this reason it is recommended that your appointed representative be one of the first to arrive. If the full fee for the event has not been paid in advance then be aware that the Wardens will have been instructed to obtain the balance of payment unless prior arrangements have been made.

It is extremely helpful if your representative can identify Group members and preferably assemble them in one area, or point them out to the Wardens. General visitors will continue to be admitted to the circle up until a point when the Wardens feel they would not be permitted sufficient time to view the circle before being asked to leave in order to make way for your event. The Wardens must therefore be kept informed as to the state of progress of your Group in order for them to deal appropriately with other visitors, and must be able to distinguish between Group members and other visitors.

Your representative should be prepared to discuss practical aspects of the event with the Wardens. If you wish, you may appoint more than one representative to deal with different organisational aspects, as long as each introduces himself appropriately to the Wardens on duty. The aspects that require discussion should include the use of the fire dish, the fire torches, candles, incense etc. Be aware that conservation work may be in progress and so areas of the circle may be out of bounds. The Wardens may suggest alterations to your plans - please try to be flexible. Any alterations suggested will be intended purely to protect the site from unnecessary damage or disfigurement. Your Group may have a booking proceeding another, and weather conditions can make the site more vulnerable to certain types of damage.

The Wardens will close the site to general visitors when your Group is almost ready to begin. Try to ensure that all members are within the site at that point, and there is no need to return to the lay-by. Wardens turning away visitors can, and have been subjected to verbal abuse and physical threats, and will close the gate for safety reasons. No general visitors will be permitted entrance once the gate is closed.

Please ensure that all Group members are aware that the Wardens are present to ensure the safety of the site. That is their sole purpose. They are not there to clear up debris or help set up your event. They will be watching your Group prior to the event and, in certain circumstances, during the event in order to ensure site safety. Please ask your Group not to stand or sit on any of the stones. Wardens will ask individuals not to do so if this occurs. If any individual is found causing damage, the Wardens will ask that individual to leave. If your Group insists on any practise that may cause damage despite the advice and explanation of the Wardens, the Wardens may ask the Group to leave.

Your Group can expect the Wardens to have ensured the site is clean and any existing damage is noted before your arrival. The Wardens will expect your Group to leave the site as close to this state as is possible, and will check the site after you leave. A report will be made to the Trustees, and if the clean-up is deemed unacceptable it is at the discretion of the Trust whether or not your Group is admitted in the future. If, when you arrive, you find something unsatisfactory, please have your representative make it clear to the Wardens.

Please state clearly when you are ready to start.

During the event

Please remember that although the Wardens can refuse entry to the site, they cannot prevent people standing on the public highway and peering through the fence. If the event is a ritual, then the Wardens will remain in the vicinity of the hut and will try not to disturb you. Please, however, do not expect them to maintain silence throughout. They will do their best to make sure conversations do not interrupt you, but the hut door must be kept partially open in order to watch the gate and occasionally acoustics may cause the odd word to carry. The presence of the Wardens is to your advantage. They will prevent possibly more disruptive interruptions from unsympathetic members of the public or uninvited attention from passing journalists.

Try to keep to your schedule. The Wardens will ask you to close if you over-run significantly and you may find future booking requests refused.

After the event

Please make sure that all materials are removed. If you are using the fire dish there is a water butt to the right of the hut at the back containing water for extinguishing the fire. The Wardens can show you where this is, and can also point out where to dispose of ash. Please ensure that any unpaid monies are accounted for. Your representative should let the Wardens know when the site is clear, and may wish to accompany them for a site inspection. All equipment and persons should be cleared from the site. Please do not leave any materials behind, even as offerings.

If You have any complaints

If you feel that some aspect of your treatment or the behaviour of the Wardens has been inappropriate, please approach the individual(s) concerned after your event and make it clear. You may then address the Trust with your complaint if you remain unsatisfied.

Summary:

Plan the event taking the site into account - no equipment/practise will be allowed that may cause damage. If in doubt contact Dohn Prout, who may ask you to discuss it with someone else.

Appoint a well-informed representative.

Allow the Wardens to distinguish between your Group and others.

Try to start and finish on time.

Be prepared to discuss last minute details with the Wardens.

Expect the Wardens to be tolerant, but not necessarily to follow the same path as you.

Leave the site as you found it.

NOTES

No Group may specify who will or will not be on duty during their event except following an upheld complaint. If no one is available, no booking will be accepted. You may request that the Wardens be sympathetic to paganism if you wish, or to your particular purpose, but largely what you do is unimportant to the Wardens unless it disrupts the site. This includes the site energetics. Please remember that the Rollright Stones are privately owned and the Trust does have the right to refuse entry, just as you have the right to refuse entry to your home. The site is protected under the 1997 Ancient Sites and Monuments Act and anyone found causing damage can and will be prosecuted. It is in your interest to co-operate with the Trust and its representatives to ensure that you and others can continue to enjoy the site now and in the future.

Rollright Trust Private Access Application

The Trustees may grant private access to the Rollright Stone Circle for ceremonies or rituals, subject to conditions. The length of time for which access may be granted will depend on the time of year, day, expected numbers of visitors and other bookings.

The Rollright Trust may agree to allow access for:

- 1) A private ceremonial visit in daylight hours with normal visitors being excluded.
- 2) A daylight visit with normal visitors being permitted into the area but asked not to enter the circle and to observe in silence until the ceremony has finished.
- 3) A private visit that starts at or after sunset (official closing time).

Private access in daylight hours will not normally be available on high season weekend afternoons. The maximum time allowed for daylight private access is one hour. Your party can stay at the site for a longer period, although visitors will be allowed access once the time allotted for the ceremony is over.

Whilst due consideration will be given to all requests for special access on the dates and times requested, the Rollright Trust reserves the right to refuse admission to any individual or group without explanation.

Please note that there are no toilet facilities at the site.

Charges

Charges for special access arrangements to be agreed before the date of the visit. A deposit of £20.00 will be required when confirming the booking.

Failure to make use of access negotiated on an agreed date will result in loss of deposit.

- 1) A private daytime access visit with usual visitors being excluded £1.00 per person with a minimum charge if numbers are small of £40.00.
- 2) A ceremonial visit with usual visitors allowed to observe £1.00 per person with a minimum charge of £30.00.
- 3) Evenings up to Sunset and beyond -Totally private visit with no other people being allowed entry £5.00 per Person with a minimum charge of £50.00 for a one hour visit.

Notes:

These charges take into account that someone will be there in a supervisory role and that fire-dishes will be available. Time arrangements for out of hours visits must be discussed with the volunteer available. We do not charge for children or disabled adults.



Name(s) Celebrant

Contact telephone numbers

Address.....

I/We request a special access visit to the Rollright Stone Circle. I/We would to book the circle on(date) for a (wedding, ritual, birthday, etc.....) at(time) There will be people in my party.

We do/not require the use of the fire-dish.

I/We have read and agree to abide by the Terms & Conditions. I/We have enclosed a deposit of £

Signed ParticipantCelebrant

Please return this form with a deposit cheque made payable to The Rollright Trust c/o 4 Cox Lane, Chipping Norton , Oxon. OX7 5YA
Please enclose S.A.E. if you require confirmation of the booking or a receipt.

Terms and Conditions

If permission is granted the following will apply:

All arrangements for any private access must be agreed in advance with the Trustees.

The Trustees must be informed in advance of any proposed photography or filming which is not purely for private use. Special conditions apply to commercial photography or filming.

There must be no damage as a result of access

There must be no ground penetration, digging or wear and tear of the ground.

Groups or individuals given private access must remove all flowers, greenery and everything else brought to the circle for the purpose of their visit. The use of confetti or rice is not permitted (see suggestions).

No plants or flowers growing at the site, or stones, are to be taken away .

No equipment may be attached to, leant on or supported by the stones, and no person may climb, lean on, or in any way disturb the stones.. Please take care not to damage any of the lichens at the circle some of which are over 800 years old.

Eating, drinking and smoking is permitted as long as all remains are bagged and taken away.

No fires may be lit except in a fire-dish provided by the Trustees, (please make sure that you state that you require a dish on booking). The fire-dishes burn logs not coal. Please bring along your own kindling and wood and take away any not used during the visit.

Candles, if used, must be in a container that does not allow wax to drip onto the site (a clear glass jar or similar). No lanterns, candles or incense may be placed on the stones either on their own, or in containers.

Generators may only be used with prior agreement. There is no electrical connection at Rollright.

No dogs, except guide dogs, are permitted in the area of the circle.

The costs of clearing up after a private access visit, or for repairing any damage caused, will be charged to the applicant.

Any breach of the terms and conditions, during a visit, will result in the individual or group being asked to leave the site immediately without refund.

Please be sure to arrive promptly and to finish by the agreed time. Failure to arrive in time may result in the site not being available to you.

A representative of the Trust will be at the site, please ensure you book in time to allow arrangements for such cover to be made.

Please take nothing but photographs and leave nothing but your good will

THE ROLLRIGHT TRUST RESERVE THE RIGHT TO CANCEL ANY ARRANGED VISIT AT SHORT NOTICE AND WILL NOT BE HELD LIABLE FOR COSTS INCURRED.

Guidelines

These are some suggestions that may improve your visit and help you to prepare for your ceremony.

The Rollright Trust does not allow the throwing of confetti, rice etc. A form of confetti can be made up from dried flower petals and lavender and is permitted in small quantities. The circle can be decorated with flowers and greenery along as it is all removed and taken away at the end of the visit. Nothing may be used to fix anything, including flowers, to the stones.

If you want a private visit with only your invited guests being present please draw up a list of those expected and give it to either the trust representative on 'gate' duty or to whoever in your party has been assigned to allow in only those invited.

If you do not want photographs to be taken other than by members of your party please be sure to appoint those who are permitted to do so and make sure that the person on 'gate' is aware of your wishes.

Please note that although we can hold back visitors from the entrance point the circle is exposed in the south and is visible from parts of the lay-by. We cannot stop curious onlookers from watching from either of these areas, nor can we stop such onlookers from talking although we can request that they don't.

Please ensure that all of your guests are aware of the terms and conditions of use and that children do not climb on the stones or the trees. The celebrant is also required to read and sign the terms and conditions. If you do not already have a celebrant we can put you in touch with individuals or organisations that can provide such a service and who are known to the Trust.

If you are using the fire-dish place do not fill it so much that it is too hot to handle once the ceremony has finished. There are rain water butts at the rear of the wardens' lodge, please use the bucket provided to pour water on the fire to extinguish the flames and to cool the dish. The remains can then be emptied at the area stated on arrival. Please do not leave any wood lying around, its too tempting for other visitors to use it to light a fire!

If you are arranging a visit that will take place near to sunset or after dark please ensure that you visit the site during daylight hours just before your visit and make a note of, or preferably remove, any litter that you may see. If it is too dark to check that all has been removed following your visit please return early the next day and ensure that all has been cleared away. It is the responsibility of those whose name appears on the booking form to ensure that nothing is left.

Our volunteers are there to ensure the safety of the site and are not there as janitors or security guards. If you are visiting the site after dark please state what time you expect to leave by. It may be possible to negotiate with our volunteer that they will stay until everyone has left and will check and remove any remains the following morning. A fee will be made in these cases.

PLEASE DO NOT ASSUME THAT SOMEONE ELSE WILL CLEAR UP .

If you have any questions or would like to discuss your visit in more detail please contact the site manager.

Dohn Prout - email dohn@prout.co.uk or telephone 01608 642 299