

Residential Booking Form

Part 2

Horstead Centre

Residential Stays and Activity Days

6 weeks before your visit we require this completed Part 2 Booking Form.

The Horstead Centre, Rectory Road, Norwich, Norfolk, NR12 7EP

www.horsteadcentre.org.uk Registered Charity Number: 303986 VAT Number 282 0458 63

School/Group Details

Name of leader: _____

Name of school/group: _____

Email contact for invoice: _____

Address: _____

_____ Postcode: _____

Contact name: _____

Tel: _____ Mobile: _____

Email: _____

Dates & Times

Arrival date: _____ Time: _____

Departure date: _____ Time: _____

Arrival/departure

For weekday bookings we ask groups to arrive after 13.00 and depart by 12.00 noon on their last day.

For weekend bookings we ask groups to arrive after 16.00 Friday and depart by 15.00 on Sunday

Group Details

Number of leaders: _____ Male: _____ Female: _____

Number of group: _____ Male: _____ Female: _____

Dietary Requirements (catered groups only):

Number of vegetarians: _____ Other (please Specify): _____

Our catered tariff includes a pre-ordered vegetarian option and, where possible, we will do our best to cater for other special diets within this rate, subject to availability. Full board tariff includes three meals: dinner (your first meal with us), continental breakfast and sandwich lunch. Lunch on your day of departure is packed to take with you. On weekends, lunch on the second day is usually taken at the Centre. All catering options are subject to availability.

Barbecue will take place instead of a main meal for which a premium of £2 per person (plus VAT) will be applied. Please indicate below if you would like us to provide a barbecue for your group.

(Tick) I would like a barbecue at £2 extra per person on (date) Date: _____



Visitors (Day charge applies)

To enable us to maintain an accurate fire register all intended day or residential visitors must be declared.

Name	Residential?	Date & Time of Arrival	Date & Time of Departure	Meal Required?
	Yes <input type="checkbox"/> / No <input type="checkbox"/>			Yes <input type="checkbox"/> / No <input type="checkbox"/>
	Yes <input type="checkbox"/> / No <input type="checkbox"/>			Yes <input type="checkbox"/> / No <input type="checkbox"/>
	Yes <input type="checkbox"/> / No <input type="checkbox"/>			Yes <input type="checkbox"/> / No <input type="checkbox"/>
	Yes <input type="checkbox"/> / No <input type="checkbox"/>			Yes <input type="checkbox"/> / No <input type="checkbox"/>

Experience Objectives

We aim to meet your learning outside the classroom requirements and needs. Please indicate learning objectives you would like to fulfil whilst on your visit.

Teamwork Decision Making Enjoy and Achieve
Long Term Skill Development Health Awareness Confidence Building
Communication Conflict Resolution

Any not stated above: _____

Group Activities

Please fill in the following Centre Led activities you would like. We will send you a programme based on this information. All activities are subject to availability. Please tick the activities you would like during your stay:

Tower Experience Team Challenges Pilgrim Trail Lounge Fire
Climbing and Bouldering Village Trail Canoeing Bonfire
Crate Stack Night Hike Canoe Journey Campfire
Jacobs Ladder River Walk Raft Building Games Room
Caving with Low Ropes Bushcraft Kayaking Archery
Wild Camp Cooking Giant SUPs Nightline Environmental Art

Souvenir Shop Required (Tick) Yes No

Next Steps

Visitor information, including accommodation details and floorplans, are available on our website to help you plan your stay. Please note that **medical and consent forms are also available on our website and must be completed** and submitted to the Senior Instructor on your arrival. If you have any questions about your stay, our staff will be very happy to help you.

Other Information

Is there anything else we need to know about your group? _____

Signed: _____

Name: _____ **Date:** _____