

Residential Booking Form Part 1

Group Name:	Calendar Ref: <i>(HC use only)</i>
Reason for visit:	Deposit Ref: <i>(HC use only)</i>
Address:	
Group Leader:	Number:
Email:	Designated Safeguard Lead:

Invoice to...

Name:	Email:
Address: If different to above	

Timings: 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 on Friday and depart by 15:00 on Sunday.

Dates	Arrive:	Depart:
Times	Arrive:	Depart:

Type of Visit: Please tick which of the following best describes your booking.

Full Board Residential (Catered)	Self-Catering Residential	Activity Day
Winter Special Residential	Activities only	Room Booking only

For Horstead Centre use only: notes/additional info

Number of Visitors booked
Please only list those who are staying for the whole visit.

Leaders:	Group:	Age Range:
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Actual Number of Visitors
Horstead Centre admin use only.

Leaders:	Group:	Day Visitors <i>(see details in part 2)</i>
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Group Activities/Requirements: All sessions are 1.5 hours long unless otherwise stated – please contact us if you would like our recommendations. Please indicate the activities you would like to book.

Tower Experience <i>(Climbing, Bouldering + Zipwire)</i>	Canoeing	Meeting Room
Climbing + Bouldering <i>(Climbing + Bouldering only; no zipwire)</i>	6 hr. Canoe Paddle Journey	Bedding Required
Crate Stacking	Raft Building	Souvenir Shop
Jacob's Ladder	Sit-on-top Kayaking	Use of Games Room
Caving with Low Ropes	Giant SUPS	Access to Church
Archery	Self-Led Bonfire	
Nightline	Centre-Led Bonfire	
Team Challenges	Lounge Fire	
	Environmental Art	

Experience Objectives: Please highlight the experience objective that best describes your aims for this visit.

Teamwork

Decision Making

Enjoy and Achieve

Long-Term Skill Development

Be Healthy

Confidence Building

Communication

Conflict Resolution

Cancellation Policy

Cancellation fees are based on the number of people declared on this form or our minimum number, whichever is the greater. In all cases, your deposit, due within 14 days, is strictly non-returnable.

Low season (Nov–Feb inc)

Minimum number 12 people

Mid season (Mar-Apr inc & Sept-Oct inc)

Minimum number 24 people

High season (May-Aug inc)

Minimum number 24 people

Cancellation fees:

Within 12 weeks of date of arrival

25% of the full fee

Within 6-12 weeks of date of arrival

50% of the full fee

Within 6 weeks of the date of arrival

FULL FEE

Payment Terms

You will be invoiced for the number of people declared on this booking form or the number of people you bring whichever is the greater. Subject to our minimum numbers, residential charges are based upon the number of people occupying the Centre and charges for activities are based upon individual activity usage.

Our full terms and conditions, including any additional charges which may be payable, are available on our website.

You will be invoiced on the date of your departure. Invoices are due on presentation unless we have agreed otherwise with you in advance. We currently accept payment by cheques, cash, or BACS.

Available to Download

To help you to plan and enjoy your stay, the following items are available on our web site and may be downloaded:

- Our full terms and conditions.
- Price lists for all residential stays, activity days and other options we offer.
- Activities list and information.
- Visitor information, including accommodation details and floorplans.
- Statements of insurance, risk management and risk summary.
- Medical and consent forms which must be completed and returned to us before your stay.

From time to time, we may contact our customers with information about the Horstead Centre and special offers. Please tick this box if you are happy for us to retain your details for marketing purposes.

Please tick the boxes below to acknowledge:

I have enclosed or arranged the payment of a non-returnable deposit of £100 per night booked.

I accept the terms and conditions of booking as set out on your website including the cancellation policy.

I have read your statement of risk management and the risk summary as set out on your website.

By entering your name into the below 'Name' box you are signing to acknowledge the above three statements.

Name:

Date:

Dietary Requirements and Any Allergies *N/A*

Full name of Adult or Child	Dietary requirements and allergies

Next Steps: Visitor information, including accommodation details and floorplans, are available on our website to help you plan your stay.

Medical and Consent Forms

Please note that a medical and consent form, available on our website, is required for every participant. Any individual without the required form will not be permitted to participate in the activities and it will be treated as a cancellation. These can be submitted to the Chief Instructor upon arrival.

COVID-19

The Horstead Centre is a COVID Secure site. We have put in all possible measures to ensure safe participation in our activities with minimal risk of transmission. Our COVID Secure Plan and Risk Assessments are available on request and through our website. By submitting this form, you also agree to not attend (or bring any child to attend) the Centre if you or they are displaying any symptoms of COVID-19 or have been in recent contact with someone who has symptoms or a positive diagnosis.

Other information: Is there any further information we need to know about your group, to help you to enjoy your stay and to keep everyone safe?

FOR HORSTEAD CENTRE USE: Group Activities/Requirements

Tower Experience (<i>Climbing, Bouldering + Zipwire</i>)	Canoeing	Meeting Room
Climbing + Bouldering (<i>Climbing + Bouldering only; no zipwire</i>)	6 hr. Canoe Paddle Journey	Bedding Required
Crate Stacking	Village Trail	Raft Building
Jacob's Ladder	Night Hike	Sit-on-top Kayaking
Caving with Low Ropes	River Walk	Giant SUPS
Archery	Bushcraft	Self-Led Bonfire
Nightline	Wild Camp Cooking	Centre-Led Bonfire
Team Challenges	Environmental Art	Lounge Fire