

Activity Day Booking Form

Group Name:

Reason for visit:

Address:

Group Leader:

Email:

Calendar Ref:

(HC use only)

Deposit Ref:

(HC use only)

Number:

**Designated
Safeguard Lead:**

Invoice to...

Name:

Email:

Address:

If different to above

Timings: We may recommend adjustments to your timings, to ensure your program has sufficient time and staffing.

Date:

Arrive time:

Depart time:

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

Leaders/Adults:

Children/Young People:

Group Age Range:

Actual Number of Visitors – *Horstead Centre admin use only.*

Adults:

Children/Young People:

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 (*Climbing, Bouldering + Zipwire*)

Climbing + Bouldering (*Climbing + Bouldering only; no zipwire*)

Crate Stacking

Jacob's Ladder

Caving with Low Ropes

Archery

Nightline

Team Challenges

Village Trail

Night Hike

River Walk

Bushcraft

Wild Camp Cooking

Environmental Art

Canoeing

6 hr. Canoe Paddle Journey

Raft Building

Sit-on-top Kayaking

Giant SUPS

Self-Led Bonfire

Centre-Led Bonfire

Lounge Fire

Meeting Room

Bedding Required

Souvenir Shop

Use of Games Room

Access to Church

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

Teamwork

Long-Term Skill Development

Communication

Decision Making

Be Healthy

Conflict Resolution

Enjoy and Achieve

Confidence Building

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

Notes and additional information – *Horstead Centre admin use only.*

Catering Information: Please use the blank box below to describe any additional catering required for your booking. For options see price list. All catering options are subject to availability.

Dietary Requirements and Any Allergies N/A

Full name of Adult or Child	Dietary requirements and allergies

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 understand that by submitting this booking I enter in a binding agreement with the Horstead Centre.

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:

Terms and Conditions Summary: Full Ts and Cs are available to download from our website.

Cancellation fees are based on the number of people declared on booking, or our minimum number, whichever is greater.

Low season (Nov–Feb)

Minimum number: 20 people for residential, 12 for activity days

Mid season (Mar-Apr & Sept-Oct)

Minimum number: 25 people for residential, 12 for activity days

High season (May-Aug)

Minimum number: 25 people for residential, 12 for activity days

Cancellation fees:

Between booking and 12 weeks before arrival

£100/night cancellation fee - (£50 for activity days)

Within 12 weeks of date of arrival

25% of the full fee (*applies to cancellation of the whole booking*)

Between 6-12 weeks of date of arrival

50% of the full fee (*applies to cancellation of the full booking*)

Within 6 weeks of the date of arrival

Full Fee (*applies to cancellation of booking & any reduction in numbers*)

Payment Terms

You will be invoiced on the date of departure for the number of people declared on your 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. Invoices are due on presentation.

By confirming a booking with the Horstead Centre, you commit to abide by our Terms and Conditions, including the payment upon receipt of an invoice of any cancellation fees. **The Horstead Centre strongly recommends that all guests have appropriate insurance to cover costs incurred by any potential cancellation or reduction in numbers.**

Next Steps: All of our key information and forms are available for download through our website.

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.

Available to Download

To help you to plan and enjoy your stay, the following items are available to download from **www.horsteadcentre.org.uk**

- Our full terms and conditions.
- Medical and consent forms
- Visitor information, including accommodation details and floorplans.
- Statements of insurance, risk management and risk summary.

FOR HORSTEAD CENTRE USE

Tower Experience (*Climbing, Bouldering + Zipwire*)

Canoeing

Meeting Room

Climbing + Bouldering (*Climbing + Bouldering only; no zipwire*)

6 hr. Canoe Paddle Journey

Bedding Required

Crate Stacking

Village Trail

Raft Building

Souvenir Shop

Jacob's Ladder

Night Hike

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Notes for finance – *Horstead Centre admin use only.*