

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:	Phone 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.				Actual Number of Visitors <i>Horstead Centre admin use only.</i>		
Leaders:	Group:	Age Range:	Day Visitors:	Leaders:	Group:	Day Visitors <i>(see details in part 2)</i>

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	Village Trail	Souvenir Shop
Vertical Challenge	Night Hike	Use of Games Room
Caving with Low Ropes	River Walk	Access to Church
Archery	Bushcraft	
Nightline	Wild Camp Cooking	
Team Challenges	Environmental Art	
	Lounge Fire	

***Bedding:** All guests will have beds made up with pillows, pillow cases and fitted sheets. Group leaders will also receive duvets. Please only tick "Bedding Required" box if you would like duvets for *all* guests. This extra bedding is subject to a £2.20+VATpp surcharge.

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

Cancellation Policy: 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)

Mid season (Mar-Apr & Sept-Oct)

High season (May-Aug)

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

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

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 whole booking*)

Between 6-12 weeks of date of arrival

50% of the full fee (*applies to cancellation of whole 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.**

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.
- 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 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:

Residential Booking Form Part 2 (6 weeks prior to your visit)

When prompted by the Horstead Centre, please first re-visit the information in your Part 1 above and ensure that all is still correct as of today's date.

Next please go on to complete the further information needed by the Centre in Part 2, below.

Final Number of Visitors booked Please only list those who are staying for the whole visit.				Actual Number of Visitors <i>Horstead Centre admin use only.</i>		
Leaders:	Group:	Age Range:	Day Visitors:	Leaders:	Group:	Day Visitors <i>(see details in part 2)</i>

Day Visitors/Carers: Are there any visitors coming for just the day? Do they require catering?

Name	Arrival Day and time	Depart Day and time	Adult	Young Person	Child	Extra meals?		
						B	L	D

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

A barbecue can take place instead of a main meal for which a **premium of £2 +VAT per person** will be applied. If you would like a BBQ, please tick the first box, and specify the date in the second. Date:

Full board tariffs include: Three meals; dinner (your first meal with us); breakfast, and a sandwich lunch.

Lunch on your day of departure is packed to take with you. On weekends, lunch on the 2nd day is usually taken at the Centre.

All catering options are subject to availability.

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.

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 (*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