

## Activity Day Booking Form

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

**Invoice to...**

<b>Name:</b>	<b>Email:</b>
<b>Address:</b> If different to above	

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

<b>Date:</b>	<b>Arrive time:</b>	<b>Depart time:</b>
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**Number of Visitors:** Please only list those who are staying for the whole visit.

<b>Leaders/Adults:</b>	<b>Children/Young People:</b>	<b>Group Age Range:</b>
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**Actual Number of Visitors** – *Horstead Centre admin use only.*

<b>Adults:</b>	<b>Children/Young People:</b>
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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	Village Trail	Souvenir Shop
Vertical Challenge	Night Hike	Use of Games Room
Caving with Low Ropes	River Walk	Access to Church
Archery	Bushcraft	Geocaching Challenge <i>(NEW)</i>
Nightline	Wild Camp Cooking	Trebuchet Challenge <i>(NEW)</i>
Team Challenges	Environmental Art	Orienteering <i>(NEW)</i>

**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	

**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: 14

**Mid season (Mar–Apr & Sept–Oct)** Minimum number: 14

**High season (May–Aug)** Minimum number: 14

**Activity Sessions** Minimum - Maximum numbers per activity session are 10 -14 people

**Cancellation fees schedule:**

Between booking and 8 weeks of arrival date £100/night cancellation fee - (£50 for activity days)

Between 8 and 6 weeks of arrival date 25% of the full fee (*applies to whole booking & any reduction in numbers*)

Within 6 weeks of the arrival date Full Fee (*applies to whole booking & any reduction in numbers*)

**Payment Terms**

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. Invoices will be sent 6 weeks prior to each customer's visit and require payment in full no later than 14 days prior to the arrival date. Invoices are due on presentation. Any changes to the booking that incur additional costs (additional attendees, activities etc.) will be invoiced on departure and to be settled within 30 days.

**The Horstead Centre strongly recommends that 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](http://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 ( <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

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