

Schools 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.				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 90mins unless otherwise stated – please contact us if you would like our recommendations. Please indicate the activities you would like to book. (Minimum session numbers apply)

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

***Bedding:** All guests will have beds made up with pillows, pillow cases and fitted sheets. Up to 7 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 £2.00+VAT pp 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

Minimum Numbers and 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.

Full-Board Residential - Winter Special. (Jan, Feb, Nov, Dec).

Full Board Residential - Mid Season. (Mar, Apr, Sept, Oct).

Full Board Residential - High Season. (May, Jun, Jul, Aug).

Activity Days.

Individual Activity Sessions.

Min. numbers = 25 people.

Min. numbers = 30 people.

Min numbers = 30 people.

Min numbers = 14 people.

Min-max numbers = 10-14 people.

Cancellation fees:

Between booking and 8 weeks of arrival date.

Between 8 and 6 weeks of arrival date.

Within 6 weeks of arrival date.

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

25% of full fee. Applied to cancellation & to any reduction of numbers.

Full Fee. Applied to cancellation & to any reduction of 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.

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:

Schools Residential Booking Form, Part 2

When prompted, 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

Full-Board - 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 £2.50 +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. Menus available on request.

Full-Board - 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 (<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
Jacob's Ladder	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	Orienteering (<i>NEW</i>)
Team Challenges	Environmental Art	Trebuchet Challenge (<i>NEW</i>)