



Itemised Booking Form

Accommodation/Meals/Campsite/Instruction/Kit Hire etc.

Please check availability & thoroughly read the appropriate booking notes before completing this form

I wish to book: House Beacons Suite Lodge Campsite & toilet block

For the Campsite 2, 3 or 6 person tents may be hired. (There is a charge to erect these tents if required).

We require (add number): 2 person tents 3 person tents 6 person tents

Group Leader/Course Organiser:

School/Organisation/Group Name:

Invoice Address:

Telephone Numbers: Hm. Wk. Mobile

Booking Dates: From To 20....

Time of Arrival: Time of Departure: (see notes)

Numbers of Young people: Males Ages Females Ages

Names of accompanying staff:

For self instructed groups: NGB qualifications/training/experience of Leaders?:

Proposed activities/venues/visits (enclose a separate sheet if necessary):

For groups requiring staff: I have read the Booking notes and would like to book (how many) Centre Supply Staff for (how many) days. I shall contact the Deputy Head to discuss programming arrangements. (3 months notice is normally required and parental consent forms must be forwarded for each member under 18 years of age along with information forms for those 18 or over).

I have read and agree to abide by the booking conditions (overleaf). All visits and activities have been approved by my Headteacher/Principal/Responsible Officer/Governor and I have obtained parental consent. Such activities will comply with DfES and/or AALA Guidelines. I have drawn up emergency procedures and circulated them to all Leaders. I enclose a non-returnable deposit of 10% or the full cost if less than £50

(Please make cheques payable to "Swindon Borough Council".)

I have read the privacy notice available on the Plas Pencelli website at www.plaspencelli.co.uk/index.php/documents/ and understand what personal data Plas Pencelli collects, how and why it is used, who it is disclosed to and how it is protected.

Signed

Date

Booking Conditions

*This itemised booking form allows you to book specific services or facilities before you arrive to help you get what you want from your stay. Also, we have a range of facilities and equipment that you may wish to hire during your stay as set out in the "Itemised Charges" sheet. As staff are not usually available on an ad hoc basis and also because facilities/equipment/services are sometimes otherwise committed, you should consult the Centre prior to your visit to avoid any disappointment. You should be aware that these normally increase in line with inflation at the start of each financial year (April 1st onwards). At the end of your visit we will agree the services used and supply an invoice. Centre staff are not authorised to offer any other quotes. Please abide by any Centre rules whilst on site. **In particular no dogs are allowed on site except for guide dogs. We operate under the same guidelines that apply to school playing fields. Also all groups with young people of less than 17 years of age must be supervised by an adult of at least 21 years of age.***

Booking Framework

1. Bookings are taken up to 24 months in advance

- Contact Plas Pencelli to discuss your needs and check availability
- Complete and return booking form along with your deposit. The deposit is **non-refundable** and represents 10% of the predicted charge or £50 whichever is greater
- Confirmation of your booking details along with a receipt for your deposit will be sent to you
- Where instruction has been requested blank parental permission/adult information forms will be sent to you along with other general information. You should return completed permission/information forms for each participant prior to your visit
- Your booking is recorded on the Centre planner and database
- Provisional bookings without a completed booking form are kept for 28 days maximum

2. 4 months prior to your visit

- You should make contact with the Centre if there are any changes to your booking or any additional requirements not previously requested. Where instruction has been booked you should discuss with the Deputy Head your activity programme and any specific issues related to your participants.

3. During your visit or as soon as practical

- The facilities you have been using will be inspected
- Final charges will be confirmed including any extras such as damage, losses, bin bags etc.

4. Immediately after your visit

- An invoice for the balance of fees will be forwarded with payment due within 30 days.

Cancellation Charges

1. 3-24 months: loss of deposit (10% minimum charge or £50 whichever is greater)
2. Within 3 months: full charge.

You are advised to take out personal insurance for all participants at the time of booking to cover accidents, losses or cancellations.