

**To confirm your booking, please complete and return this form,
making a copy to retain for your records.**

Maximum number in group: _____ (Note Booking Conditions 5c.)

Year Group _____

Name of Group/School/College: _____

Name of person making the booking: _____

Name of group leader attending: _____

Address for correspondence: _____

Postcode: _____

Telephone (day): _____ Fax No: _____

Email Address: _____

Invoice Address: _____

Postcode: _____ Telephone (day): _____

Name: _____

Email address: _____

Type of Visit (Please tick)

FULL DAY	1/2 DAY	CANVAS	RESIDENTIAL	BUILDINGS ONLY
----------	---------	--------	-------------	----------------

Arrivals and Departures

Group 1 (* Residential Groups * For split weeks please show arrival and departure times for both parties)	Group 2
Date of arrival: _____ Approx time: _____	Date of arrival: _____ Approx time: _____
Date of departure: _____ Approx time: _____	Date of departure: _____ Approx time: _____

Group Details

(Please provide this information no later than 6 weeks before arrival)

Please provide a separate list of names for certificates (Residential Groups only)

	MALE		FEMALE		DISABLED	
	Group 1	Group 2	Group 1	Group 2	Group 1	Group 2
Teachers, Leaders & Helpers						
Adults (Over 21)						
Adults (18 to 21)						
Seniors (13 years to 17)						
Juniors (8 to 12)						
Juniors (4 to 7)						
Infants						

Residential Accommodation Requirements

[Please tick the following if required.]

Do you require laundry facilities £10.00 per visit

Do you require the games equipment on arrival, £10.00 cash deposit **Games deposit to be refunded if items are returned on the last day in full working order**

Booking Conditions:

1. Charges: -

The Birmingham Boy's & Girl's Union (BBGU) reserves the right to increase prices should any of our costs increase by more than 7½%. Any increase in charges will be notified in writing to those with provisional or confirmed bookings.

2. **Provisional Bookings**, which the Centre has accepted by telephone, email or in writing, will be held for (7) days only from the date of acceptance.

3. **Bookings:** A booking is only deemed as confirmed upon receipt of a completed and signed booking form, this is a contractual agreement with the BBGU.

4. **Deposits:** A 50% deposit per person is required with the booking form or a deposit invoice can be requested. Deposits are non-refundable. In the case of early bookings and bookings for large groups, the amount of deposit to be paid at the time of booking may be negotiable with the management of the Centre, however, should the booking be subsequently cancelled the full deposit is due

5. Cancellations/reductions in numbers: -

a) Cancellation of the entire booking or a reduction in numbers made within sixteen (16) weeks of the start of the stay will be charged 50% of the full original fee per place cancelled

b) Cancellation of the entire booking or a reduction in numbers made within eight (8) weeks of the start of the stay will be charged 75% of the full original fee per place cancelled.

c) Cancellation of the entire booking or a reduction in numbers made within six (6) weeks of the start of the stay will be charged the FULL FEE. **N.B. For bookings that have exclusive use of the Centre the number of weeks indicated in a), b) and c) above will each be increased by a period of ten (10) weeks i.e. a) – twenty-six (26) weeks, b) – eighteen (18) weeks, and c) – sixteen (16) weeks. Please note that a cancellation is only effective on the date received in writing.**

6. **Invoices** will be calculated on the basis of the total number booked (taking into account any cancellations notified to us in advance in writing) or the total number actually accommodated, whichever is the greater. **Final payment of the account should be sent to the Centre four weeks before your visit.** In the event of an organiser having difficulty finalising the adult/child ratio which may alter the total cost, then 80% of the cost on the booking confirmation/payment request must be paid four weeks before the visit and the balance on arrival at the Centre. Should you fail to settle your account balance before the end of your stay, an additional charge of 5% of the balance will be added to your final account, and in the event that the account remains outstanding a further 5% will be added for every 14 day period that passes.

7. **No refunds** can be made for accommodation vacated before the departure date, or activities booked but not used.

8. **Photographs:** During your visit an official photographer may take photographs for inclusion in future BBGU/Woodlands Adventure promotional material. We are quite happy to exclude any member of your group, please advise us in writing of their details.

9. **Liability: a)** BBGU/Woodlands Adventure & Outdoor Learning are covered for Public Liability and Employers Liability. Groups requiring personal cover are advised to contact their own insurance company. Any activity on the grounds not instructed by our own qualified instructors will require you to obtain your own insurance for loss or accidents.

b) The BBGU and its staff cannot accept liability for damage to, or loss of, personal property. Groups are advised not to bring personal items of value. Any items left behind requiring postage, can be organised as long as the postage is paid for by the group.

10. **Smoking/drinking:** Smoking is not permitted in any of our buildings and the consumption of alcohol is not allowed on site. The Centre will terminate the stay of any individual / group whose actions whilst under the influence of alcohol or drugs are having a negative impact on other guests or staff.

11. **Group Responsibilities: a)** Group leaders are responsible for ensuring high standards of conduct within their groups. The centre reserves the right to ban any guests who persistently ignore the rules or act in a manner likely to affect the safety, comfort or wellbeing of other guests or staff. In such circumstances no refunds will be given. Abusive, inappropriate or violent behaviour towards our staff will not be tolerated.

b) At all times the visiting group will be legally responsible in their role as loco parentis for all children especially those children subject to a court order or a 'child in need' plan or in care with a local authority.

c) The BBGU expects youth groups/schools to have at least one adult leader/teacher per 10 children, including males and females when the group is mixed.

d) Leaders/Teachers are responsible for their own students/participants at all times.

12. **Damage:** Groups are responsible for the cost of repairs for any damage caused to the Centre's equipment and/or property caused by members of that group. The group will also need to compensate the next visiting group £500.00, if repairs cannot be completed in time for their arrival. A 30% levy will be added for administration costs of the BBGU. Damage to trees, plants & wildlife will not be tolerated.

- 13. Sales:** No sales transactions may take place on BBGU premises or sites without the written consent of the management.
- 14. Termination of bookings:** The centre reserves the right to terminate any booking by groups failing to meet these conditions, with no refund given.
- 15. The BBGU** reserves the right to cancel a booking for whatever reason. In such a situation all monies paid to the Centre will be held as a deposit/balance for a following visit.

SPECIAL CONDITIONS

- 16. Exclusive use** of the Centre can be made by prior arrangement for groups of 100 or more.
- 17. Residential/Canvas Arrival & Departure:**
- a)** Accommodation is available for occupancy, under normal circumstances, at 1.00 pm of the day of arrival, unless an earlier time has been pre-arranged at the time of booking. Dormitories must be vacated by 9.00 am on the day of departure for the cleaning team to prepare all buildings. Main building vacate by 10.00 am and departure from site prior to 11.00. Extended stays can be arranged where available, at the time of booking for an additional fee of £50.00 per hour. Toilets and showers, adjacent to the main building may be used by day visitors during your stay on occasion, where necessary the internal doors will be locked in this instance so no one can enter the buildings during your stay.
- b)** Groups are responsible for the allocation of beds within the accommodation they have booked. One bottom sheet is provided per bed. Outdoor shoes are not to be worn inside the buildings, excessive cleaning left from mud, litter or unwashed kitchen items will incur extra cleaning charges. In case of illness it is solely the responsibility of the visiting group's leaders or first aider to clean it up.
- 18. Sports hall:** The sports hall facility is offered on the strict understanding that adequate supervision is provided by the visiting group during their use. Our staff will not be available for supervision of activities unless arranged and confirmed in writing in advance. Please note that residential groups have exclusive use of this facility in the evenings, day visitors may be using the building at other times.
- 19. A Projector** is available, in most cases free of charge, to groups whose leaders will be responsible for the care and safe return of all equipment loaned to them, any damage will be charged for. **20. Quiet on site** policy is maintained for the sake of other users of the Centre and neighbours from 11.00 pm to 7.30 am. Also, meetings, concerts and parties are not permitted without the specific permission from the Management. Music events require a PRS license, these can be applied for by the BBGU, groups being responsible for paying the fee.
- 21. Pets:** For the protection of livestock on adjacent farmland and the health and safety of other guests, no pets, animals and in particular, dogs with the exception of guide dogs are allowed on site.
- 22. Events:** All outside vendors, caterers, bouncy castles, Dj's etc., will be required to send a copy of all relevant licenses, proof of public liability insurance and food hygiene certificates to the centre at the time of booking. You will also require a separate public liability policy for any activities not instructed by BBGU staff. You must notify the management of any outside vendors at the time of making your booking.
- 23. Educational birthday parties and day visitors:** Large groups will be based in the sports hall during the day, smaller groups will be based in the stretch tented area or camping building. We do have a main building & kitchen for an additional fee, pre-bookable 4 weeks before your visit, if we have availability. Toilets and showers may be shared with other groups attending the centre during busy periods.
- 24. Parent drop off and pick up:** We welcome parents to drop off and collect their children attending Woodlands Adventure for activities. Out of respect for other groups on site, prior arrangement must be made with the Management so that alternative collection points can be allocated. Leaders must be present for both drop off and collection.

The Birmingham Boys and Girls Union, Charity No 1120499
 Woodlands Adventure and Outdoor Learning. Company Limited by Guarantee No 6311234.
 Reg Office: Kingsnorth House, Blenheim Way, Birmingham, B44 8LS

