

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

 **Maximum number in group: \_\_\_\_\_\_\_ *Age range of group: \_\_\_\_\_\_\_\_\_***

|  |
| --- |
| Name of Group/Individual:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of person making the booking:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of group leader attending:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address for correspondence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Accounts Invoice Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Type of Visit (Please tick)**

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| --- | --- | --- | --- | --- |
| FULL DAY | HALF 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** | **Number of male visitors attending** | **Number of female visitors attending** | **Number of visitors****with disabilities attending** |
|  | **Group 1** | **Group 2** | **Group 1** | **Group 2** | **Group 1** | **Group 2** |
| Teachers, Leaders& Helpers |  |  |  |  |  |  |
| Adults (Over 21) |  |  |  |  |  |  |
| Adults (18 to 21) |  |  |  |  |  |  |
| Seniors (13 to 17) |  |  |  |  |  |  |
| Juniors (8 to 12) |  |  |  |  |  |  |
| Juniors (4 to 7) |  |  |  |  |  |  |
| Infants |  |  |  |  |  |  |

**Please provide a list of names for Fire & Insurance regulations on the day. Please list medical conditions for each person. (Residential/Canvas Groups only)**

**Residential Accommodation Requirements**

Do you require laundry facilities £10.00 per group?

Do you require the games equipment on arrival? This requires a £10 deposit which is

refundable on departure, if no damage has occurred.

**Activities**:

**(1 hour & 15 minutes each).** Assault course, zip line, archery, team building, raft building, canoeing, kayaking, vines and bridges, tomahawk throwing, circus skills, urban disc golf, geocaching, orienteering. Bush craft: fire lighting + shelter building.

**(2 hours & 30 minutes each).** Choose either climbing & abseiling or the high ropes course. These activities are classed as 2 activities, due to the duration of the session.

**Nature full or half day**: (Woodlands nature trail, mini beasts, pond dipping, and tree and plant identification).

(Residential & Canvas visits finish with urban golf, circus skills & an option to visit to our souvenir shop on the last day of your stay).

**Would you like to visit the Souvenir Shop?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Week** Please choose 12 activities | **Half week** Please choose 6 activities | **Over night**Please choose 4 activities | **Half Day** Please choose 2 x 1.15 minute activities Or 1 x 2.30 minute activity | **Full Day** Please choose 4 x 1.15 minute activitiesOr 2 x 1.15 minute activities + 1 x 2.30 minute activity | **Other** |
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**Data Protection Act**

It is our intention to keep the information contained in this form on our computerised data base system. We will never pass this information onto third parties. If you have any objections to us doing so please inform the Centre Manager, Mr. D Nutting in writing, Woodlands Adventure & Outdoor Learning, Bourne Vale, Aldridge, Walsall, WS9 0SH, Company Limited by Guarantee, Registration No: 6311234. Charity: (The Birmingham Boys & Girls Union) Company Registration No: 1120499.

Please sign if you would like Woodlands Adventure to send you information and future offers by email.

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT!** I confirm that our group will bring a car/minibus (suitably insured) for use in the event of a member of our group requiring treatment at a medical Centre or hospital, or should someone need transporting home. **YES / NO**

**Declaration**

On behalf of the above organisation, I am authorised to make this booking and agree to observe the center’s booking conditions to meet the required charges.

**Signed (Organiser) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full name, (Please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed (Head Teacher/ Manager):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full name, (Please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please tick box: I agree to the terms & conditions of booking**

It is your responsibility as party leader to inform Woodlands Adventure of any medical condition, injury or any other impairment of any person attending that would prevent their safe participation in any of our activities. If none exist please write "NONE" in the box below.

It is your responsibility as party leader, to have all medical information to hand as well as adequate medication for the duration of your visit.

Payment methods

Cheques, please make payable to: Birmingham Boys and Girls Union

Cash, Debit or Credit cards

For bank bacs payment transfers, please use your groups name as the reference.

HSBC Bank. *Account no: 61406078. Sort code: 40-08-14.*

Please post your completed form to Woodlands Adventure & Outdoor Learning.

Bourne Vale, Aldridge, Walsall, West Midlands, WS9 0SH.

Or email to: action@woodlandsadventure.co.uk

If you would like any more information, please call 0121 353 7329 during normal office hours, between

 09.00 and 1700.

**Booking Conditions:**

**1. Charges: -**

The Birmingham Boys & Girls 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 person, will be **held for (7) days only** from the date of acceptance**. Dates are automatically released if a booking form has not been received**.

**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. By completing and signing this form you are agreeing to Woodlands Adventure’s terms & conditions.

**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. Payment is to be made within 30 days of receiving your deposit invoice.

**5. Cancellations/reductions in numbers: -**

If you need to reduce your numbers, please do so at least 9 weeks prior to your arrival date, the numbers can be adjusted on your balance invoice which is payable 8 weeks before arrival. Numbers cannot be amended after this period and no refunds will be given.

Deposits paid are non-refundable. If you cancel your booking within 8 weeks or less of your expected arrival date, you will be liable to pay the full balance for your visit.

**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). **Final payment of the account should be sent to the Centre Eight weeks before your visit.** Should you fail to settle your account balance on the due date, your booking may be cancelled and you will be liable for the total remaining monies to be paid in full.

**Final numbers cannot be adjusted up or down after the 8-week period prior to your arrival date.**

Payments are to be made Monday to Friday, during normal office working hours, between 09.00 and 17.00 hours, unfortunately payments can not be made on the day of your visit.

**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.

I give consent to take and use photographs for marketing purposes.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print **name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 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.

**12. Damage:** Groups are responsible for the cost of repairs for 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. In the event that the Centre cannot cater for your visit due to the health and safety of its visitors, alternative dates will be offered at the discretion of the Centre.

**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. Projector:** We have a projector located in the main building whichis available 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 Music licence, these can be applied for by the BBGU and require at least 3 months’ notice. Groups will be 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. All mess must be disposed of responsibly.

**22. Educational birthday parties and day visitors:** Groups will be provided with a shelter during their stay. This may be either a stretch tent, sports hall or the camping cabin, dependent on the availability and number of groups booked on site. For Birthday party groups, the shelter provided can be used for 1 hour after your activities to serve cake, food or drink (Not provided). Toilets and showers may be shared with other groups attending the Centre during busy periods.

**23. Drop off and Collection:** 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 Centre so that alternative collection points can be allocated. Leaders must be present for both the drop off and collection of children by parents. Please note there is single track road to the Centre, with a 10 mile per hour speed limit. Parking is very limited. The Centre is accessible by coaches and double decker buses, wide entry point for long wheel-based vehicles, with an island to turn around easily when leaving the Centre.

