

To confirm your booking, please complete & return this form, taking a copy for your records.

Maximum number in group: _____ **Age range of group:** _____ **Date of Visit:** _____

Name of Group/Individual:	
Name of person making the booking:	
Name of group leader attending:	
Address for correspondence:	
Postcode: _____	Telephone: _____
Email Address _____	
(Accounts) Name:	
Accounts Invoice Address:	
Postcode: _____	Telephone: _____
Email: _____	

Type of Visit (Please tick)

FULL DAY	<input type="checkbox"/>	HALF DAY	<input type="checkbox"/>	CANVAS	<input type="checkbox"/>	RESIDENTIAL	<input type="checkbox"/>	BUILDINGS ONLY	<input type="checkbox"/>
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Group 1 Arrival	Departure	Group 2 Arrival	Departure
Residential Groups note: For split weeks please show arrival & departure times for both groups 1 & 2			
Date: _____	Time: _____	Date: _____	Time: _____
Date: _____	Time: _____	Date: _____	Time: _____

Group details	Number of male visitors		Number of female visitors		Number of visitors with disabilities	
	attending		Attending		disabilities	
	Group 1	Group 2	Group 1	Group 2	Group 1	Group 2
Teachers, Leaders & helpers						
Adults Over 21						
Adults 18 – 21						
Seniors 13 – 17						
Juniors 8 – 12						
Juniors 4 – 7						
Infants						

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.

Declaration

On behalf of the above organisation, I/we are authorised to make this booking and agree to observe the booking terms & conditions of the Birmingham Boys & Girls Union, trading as Woodlands Adventure, 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 have all medical information to hand as well as adequate medication for the duration of your visit.

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.

Please provide a list of names for Fire & Insurance regulations on the day & list any medical conditions that we may need to be aware of for each person participating in the activities or staying overnight.

If you would like any more information, please call 0121 353 7329 during normal office hours, between 09.00 and 1700.

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

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.

Booking Terms & Conditions: In these booking terms & conditions, the “Centre” (BBGU), means the Birmingham Boys & Girls Union. Registered office address: c/o Mr N Rogers, Malcolm Piper & Company Ltd, Kingsnorth House, Blenheim Way, Kingstanding, Birmingham, B44 8LS. Trading as Woodlands Adventure & Outdoor Learning, Bourne Vale, Aldridge, Walsall, WS9 0SH.

1. The Centre, trading as Woodlands Adventure & Outdoor Learning (Woodlands Adventure), 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 seven (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 Centre. By completing and signing this form you are agreeing to the Centre’s terms & conditions.

4. Deposits: A 50% deposit per person is required. 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 thirty (30) days of receiving your deposit invoice.

5. Cancellations/reductions in numbers: If you need to reduce your numbers, please do so at least nine (9) weeks prior to your arrival date, the numbers can be adjusted on your balance invoice which is payable eight (8) weeks before arrival.

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

Please note that cancellations need to be made in writing and is only effective when the cancellation has been confirmed in writing by the Centre.

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 (8) 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 & no refunds can be given for places paid for and no longer needed.

Increasing numbers: It is not guaranteed that you will be able to increase numbers at a later date. This is dependent on the total numbers booked into the Centre on any one day. We operate on a strict staff to client ratio. Please contact the Centre first, before booking additional numbers to your groups visit to ensure we can accommodate any additional places that may be required.

Payments are to be made Monday to Friday, during normal office working hours, between 09.00 and 17.00 hours, payments cannot 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 promotional material for the Centre. We are happy to exclude any member of your group, please advise us in writing of their details.

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

Signature: _____ **Print name:** _____

9. Liability: a) The Centre is covered for Public Liability and Employers Liability. Groups requiring personal cover are advised to contact their own insurance company. Any activity at the Centre, not instructed by our own qualified instructors will require you to obtain your own insurance for loss or accidents.

b) The Centre 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 returned, as long as the postage is paid for by the group.

10. Smoking/drinking: Visitors are not permitted to smoke or consume alcohol at the Centre. 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 visitors 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 visitors who persistently ignore the rules or act in a manner likely to affect the safety, comfort or wellbeing of other visitors 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. Children subject to a court order or a child in need plan or in care with a local authority.

c) The Centre 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 Centre. Damage to trees, plants & wildlife will not be tolerated.

13. Sales: No sales transactions may take place at the Centre 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 Centre reserves the right to cancel a booking in unforeseen circumstances. 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. The main building must be vacated by 10.00 am and departure from site must be made prior to 11.30. Extended stays can be arranged where possible, 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 the internal doors will be locked in this instance so that no one can enter the buildings allocated to you during your stay. On occasion the toilets and showers in the main building may be used by day visitors 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.

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. The Centre's 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 which is 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 license, these can be applied for by the Centre 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 the Centre for activities. Out of respect for other groups on site, prior arrangement must be made with the Centre so that drop off & 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. There is a wide entry point for long wheel-based vehicles, with an island to turn around easily when leaving the Centre.

24. Quotations & Special Offers: All quotes are priced according to the time of year, numbers of people, facilities & activities required. Changes to the original agreement will be subject to change and the price quoted may therefore increase.

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

