

ACUK 2016 DAY BOOKING FORM

Whitemoor Lakes, Barley Green Lane, Lichfield, WS13 8QT
e: enquiries@whitemoorlakes.org.uk t: 01283 795000

NAME:

ADDRESS:

TELEPHONE :

E-MAIL ADDRESS:

DATE OF EVENT ARRIVAL TIME

ACTIVITY START TIME DEPARTURE TIME

TOTAL NUMBER PARTICIPATING IN INSTRUCTED ACTIVITIES

TOTAL NUMBER **NOT** PARTICIPATING IN INSTRUCTED ACTIVITIES

TOTAL NUMBER ATTENDING ANY SPECIAL NEEDS

ANY GUESTS BEING DIFFERENTLY ABLED WHO REQUIRE ASSISTANCE OR HAVE SPECIAL REQUIREMENTS:

GROUP REQUIREMENTS: ADDITIONAL COSTS WILL APPLY

Tea & Filter Coffee served in room YES/ NO

Bacon / Breakfast Rolls to be served on arrival YES/ NO

Lunch: Select menu OR Lakeside menu

AM: Cake / Biscuits PM: Cake / Biscuits YES/ NO

Presentation equipment: Please cross the box.

Projector

Flipcharts (no additional charge)

PA System

SPECIFIC DIETARY REQUIREMENTS:

(Note: Please make us aware of any special dietary requirements e.g. Nut Allergy)

Day delegate rate:

Half Day £2.25 / Full Day £4.25 - per person (+VAT)

On behalf of the above organisation I hereby apply for the use of Whitemoor Lakes for the purpose stated and agree to observe the booking conditions set out overleaf and to meet the recognised charges.

SIGNED..... PRINTED DATED.....

Please return this form to the above address with a non-returnable deposit of 50% of the total fee payable. All cheques should be made payable to **Action Centres UK Ltd.** The balance payment is due 2 weeks before the start of the visit.

TERMS AND CONDITIONS

1. **RESERVATIONS-** A provisional booking, which the Centre has accepted by telephone or in writing, will be held for **14** days only from the date of acceptance.
2. **DEPOSITS-** A booking is only deemed as confirmed when the Centre has received a completed Booking Form. A deposit of 50% of the total fee payable will be invoiced and payment be acknowledged in writing by the Centre. All deposits are non-refundable.
3. **INVOICES-** Invoices will be calculated on the basis of the total number booked or the total number accommodated whichever is the greater. Final payment of account is due **2** weeks before the date of the event.
4. **CANCELLATIONS-** In the event that the booking is cancelled or the numbers are reduced a charge will be made. Cancellation charges are as follows: more than 10 weeks prior to the visit - loss of deposit, 10 weeks or less prior to the visit - 50% payable, 4 weeks or less prior to the visit - 75% payable, 2 weeks or less prior - full fee payable.
5. **DAMAGE-** Groups will be responsible for the cost of repair to any damage caused to the Centre or property therein. High standards of behaviour and conduct are expected from groups using the Centre and adequate supervision of young people is essential.
6. **LIABILITY-** Those using the Centre do so at their own risk and the Management do not accept liability for personal injury or loss or damage to user's property however caused.
7. **SMOKING AND DRINKING-** Smoking is not permitted in any of the buildings or on the grounds, except in the designated area. The consumption of alcohol or illegal drugs is not permitted on the site.
8. **PETS AND ANIMALS-** For the protection of livestock on adjacent farmland, the Centre is unable to permit the presence of pets and animals, in particular dogs. (Except guide dogs).
9. **SALE OF GOODS-** No sales transactions may take place on the premises without the prior written consent from the Head of Centre.
10. **SUPERVISION OF SPORTS & RECREATIONAL FACILITIES-** Sports facilities are offered on the strict understanding that adequate supervision is provided, during their usage, by the visiting group. Centre staff will not be available for supervision of activities unless arranged and confirmed, in writing and in advance.
11. **CONFERENCE & SPORTS EQUIPMENT-** A wide range of conference room equipment and sports equipment is available at a small cost. Group leaders will be responsible for the care and safe return of all equipment loaned to their group.
12. **DISCIPLINE-** Party organisers are expected to ensure the good behaviour of all members of their group and to make the site rules known to all members. The Management reserves the right to ban any guests who persistently ignore the rules or act in a manner likely to affect the safety, comfort or well-being of other guests or staff. In this circumstance no refund will be given.
13. **ACTIVITIES-** All activities are subject to availability and can be withdrawn or changed without notice.
14. **INSTRUCTORS-**All activities are run by qualified instructors and all activities and facilities must be booked in advance.
15. **VAT-**All prices exclude VAT, which should be added at the current rate on the date of your visit.