

Whitemoor Lakes

Booking Form



Whitemoor Lakes
Barley Green Lane
Lichfield
Staffordshire
WS13 8QT

t: 01283 795000
e: enquiries@whitemoorlakes.org.uk



A facility of Action Centres UK Ltd, part of Northamptonshire
Association of Youth Clubs. Charity Reg No. 803431.

Key Contact Details

Group/Event Title:

Minimum number attending. (Note Booking Conditions 6c):

Maximum number attending. (Note Booking Conditions 6c):

Name of organisation:

Name of person making application:

Email address:

Address for correspondence:

Line 1:

Line 2:

Town:

County:

Postcode:

Telephone (day):

(evening):

Arrivals and Departures

Date of arrival (DD/MM/YYYY):

Approx time:

Date of departure (DD/MM/YYYY):

Approx time:

What is the aim of your event:

team building fun conference fellowship social other

Menu package required: Please specify.

Choose one, Standard Select Lakeside

Group Details

	Male	Female
Adults		
13 to 16 years		
8 to 12 years		
4 to 7 years		
Under 4 years		

Please supply these details no later than 8 weeks prior to arrival

Additional Conference and Equipment Requirements

Please select conference equipment and quantity required

Lectern:

Flip Chart:

*TV/DVD:

*LCD Projector:

*Extention Cable:

*PA/Speakers:

*Please note, a hire charge will be incurred on these items.

Each accommodation lodge comes with its own lounge/seminar room. Larger venues are available for larger events and need booking separately. (Subject to availability)

Exclusive use groups benefit from having the provision of all meeting venues.

Will your group require any instructed activities? Yes No
See separate activities price list.

Will your programme include acts of Christian worship? Yes No

Please provide your CCLI No. (Note Booking Conditions 12e)

Declaration

On behalf of the stated organisation, I hereby apply for the use of the Whitemoor Lakes Centre for the purposes stated and agree to observe the Centre's booking conditions and to meet the required charges.

NB: If a second signatory is required on the deposit cheque, please ask them to sign this declaration too. Whilst one signature is required to confirm adherence to booking conditions. Second signatory simply confirms your organisation's management is aware of its commitment.

Name	
Position in organisation	
Date (DD/MM/YYYY)	

Name (Second Signatory)	
Position in organisation	
Date (DD/MM/YYYY)	

Payment and submission of your application

- Payment to follow for a non-returnable deposit of (£20 per person) £ _____ as per booking conditions.**

Cheques should be made payable to: Action Centres UK Ltd.

BACS – A/C Name: Action Centres UK Ltd, A/C No: 50102466, Sort Code: 20-61-51

You can pay your invoices on-line via www.actioncentres.co.uk

or

- Please invoice me for a non-returnable deposit of (£20 per person) £ _____ as per booking conditions.**

Submit Form

Print Form

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, would you please inform the Head of Centre in writing.

Action Centres UK Booking Conditions

1. **VAT** is shown at the current rate of 20%. Any subsequent change in the rate will be adjusted in your final account.
2. **Charges:** -
 - a) Action Centres UK 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.
 - b) Charges include all meals and accommodation. Bed linen is provided but towels are not. A small number of towels are available for hire at £5.00 for the duration of stay; advance notice is required for their use.
 - c) Charges for activities and other facilities - please see Special Conditions below or separate activity price list.
3. **Provisional Bookings**, which a Centre has accepted by telephone or in writing, will be held for fourteen (14) days only from the date of acceptance.
4. **Bookings:** A booking is only deemed as confirmed upon receipt of a completed and signed registration form.
5. **Deposits:** A deposit of £20 per person is required with all bookings. 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. All deposit invoices to be paid by return.
6. **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. (In view of these penalties we strongly advise booking the minimum anticipated numbers.)

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.
7. **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 booked four weeks before the start of the residential stay with funds cleared in our account prior to the group's arrival. In the event this is not received, an additional 5% surcharge will be added to the final account. Should the account remain outstanding a further 5% will be added for every 14 day period that passes. All additions invoices to be paid by return.
8. **No refunds** can be made in respect of accommodation vacated before the departure date, meals not taken or activities booked but not used.
9. **Photographs:** During your visit an official photographer may take photographs for inclusion in future Action Centres UK promotional material. We are quite happy to exclude any member of your group, please advise us in writing of their details.
10. **Liability:** -
 - a) NAYC/Action Centres UK Ltd are covered for Public Liability and Employers Liability. Groups requiring personal cover are advised to contact their own insurance company.
 - b) Action Centres UK Ltd and its staff cannot accept liability for damage to, or loss of, personal property. Groups are advised not to bring personal items of value with them.
11. **Smoking/drinking:** Smoking is not permitted in any building and is only allowed in the allocated area. The consumption of alcohol is not allowed on any 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.
12. **Group Responsibilities:**
 - a) Group leaders are responsible for ensuring high standards of conduct within their groups. Centres reserve 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 such circumstances no refunds will be given.
 - 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) ACUK Ltd expects youth groups/schools to have at least one adult leader/teacher per 12 children, including males and females when the group is mixed.
 - d) Except on activities organised by ACUK Ltd staff, groups are the responsibility of their own leaders/teachers at all times.
 - e) It is the legal responsibility of groups whose programme includes an act of Christian worship to ensure they in possession of a current CCLI License. These can be obtained from CCLI by calling 01323 436100 or visiting www.ccli.co.uk.
13. **Damage:** A group is responsible for the cost of repairs for any damage caused to a Centre's equipment and/or property caused by members of that group.
14. **Sales:** No sales transactions may take place on Action Centres UK premises or sites without the written consent of the Management of the Centre concerned.
15. **Termination of bookings:** A Centre reserves the right to terminate any booking by groups failing to meet these conditions.
16. **Activities:** All activities are subject to availability and can be withdrawn or changed without notice.
17. **Action Centres UK Ltd.**, reserves the right to cancel a booking for whatever reason. In such a situation all monies paid to the Centre concerned will be refunded in full.

SPECIAL CONDITIONS (WHITEMOOR LAKES)

18. **Exclusive** use of the Centre's facilities for groups of 220 or more paying guests. Accommodation will be allocated according to the numbers attending.
 19. **Rooms:** -
 - a) Accommodation is available for occupancy, under normal circumstances, at 4.00 pm on the day of arrival and must be vacated by 10.00 am on the day of departure.
 - b) Single rooms can be made available for an additional charge of half the costs shown. No single room supplement for groups of up to 55 delegates staying midweek during Season 3.
 - c) Groups are responsible for the allocation of beds within the accommodation they have booked. Room plans must be returned at least seven days in advance of arrival.
 20. **Activity charges / sports facilities:** Please ask for separate leaflets detailing free and charged for instructed activities and facilities on site and off site. Sports facilities are offered on the strict understanding that adequate supervision is provided by the visiting group during their use. Centre staff will not be available for supervision of activities unless arranged and confirmed in writing in advance.
 21. **Conference** room equipment 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.
 22. **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 to continue beyond 11.00 pm without specific permission from the Management.
 23. **Flood plain area:** Whitemoor Lakes is designated as being within a flood plain area. A comprehensive evacuation procedure is in place should the centre ever receive notice of flood risk.
 24. **Pets:** For the protection of livestock on adjacent farmland and the health and safety of other guests, no pets, animals and, in particular, dogs (except guide dogs - but please advise the Management) are allowed on site.
- January 2013