

Activity Day Booking Form

Horstead Centre

Residential Stays & Activity Days

How to make a booking

1. Call **01603 737215** or email **horsteadcentre@horsteadcentre.org.uk** to check availability
2. Once you have agreed dates and requirements with us we will make a provisional booking for you
3. Complete this Booking Form and return to us **within 2 weeks**, with the required deposit to secure your booking.

PLEASE NOTE: If after 14 days we have not received your deposit your booking is no longer secure and will be made available to other users.

The Horstead Centre, Rectory Road, Norwich, Norfolk NR12 7EP

www.horsteadcentre.org.uk

Registered Charity Number: 303986

VAT Number 282 0458 63

Important – Please Note:

- We require a £25 deposit to confirm your booking and this form completed in full in CAPITAL letters.
- The deposit will be deducted from the final balance shown on your invoice.

School/Group Details

Name of leader: _____.

Name of school/group: _____.

No. of adults/leaders: _____ No. of students: _____ Age range: _____.

Address: _____.

Postcode: _____.

Contact name: _____.

Tel: _____ Fax: _____.

Mobile: _____ Email: _____.

Date required: _____ Activity days run approximately 10.00 until 16.00

Time of Arrival: _____ **Time of Departure:** _____

Please note: late arrivals may compromise the length of the activity session.

Experience Objectives

We aim to meet all of your learning outside the classroom requirements and needs. Please indicate any particular learning objectives you would like to fulfil whilst on your visit.

Teamwork
Long Term Skill Development
Communication

Decision Making
Be Healthy
Conflict Resolution

Enjoy and Achieve
Confidence Building

Any not stated above: _____.



Group Activities

Please fill in the following information so that we may tailor a programme for your exact needs. We work alongside you so that you are able to get the very best out of your young people.
Please tick the activities you would like the group to take part in and a programme for the day will be developed and sent to you: Please note selected activities are subject to changes due to availability

Canoeing	<input type="checkbox"/>	Tower Experience (zip)	<input type="checkbox"/>	Nightline	<input type="checkbox"/>
Canoe Paddle Journey	<input type="checkbox"/>	Climbing/Bouldering (no zip)	<input type="checkbox"/>	Village Trail	<input type="checkbox"/>
Sit on top Kayaking	<input type="checkbox"/>	Team Challenges	<input type="checkbox"/>	Low Ropes & Tunnel	<input type="checkbox"/>
Raft Building	<input type="checkbox"/>	Wild Camp Cooking	<input type="checkbox"/>	Self-led Bonfire	<input type="checkbox"/>
Crate Stack	<input type="checkbox"/>	Bushcraft	<input type="checkbox"/>	Centre led Bonfire	<input type="checkbox"/>
Jacobs Ladder	<input type="checkbox"/>	Environmental Art	<input type="checkbox"/>	Souvenir Shop	<input type="checkbox"/>
Archery	<input type="checkbox"/>				

Medical and Consent Forms

Please note that a medical and consent form, available on our website, is required for every participant. Any individual without the required form will not be permitted to participate in the activities and it will be treated as a cancellation.

Payment Terms

You will be invoiced for the number of people declared on this form or the number of people you bring whichever is the greater. Our full terms and conditions, including any additional charges which may be payable, are available on our website.

You will be invoiced on the date of your departure. Invoices are due on presentation unless we have agreed otherwise with you in advance. We currently accept payment by cheques, cash or BACS.

Cancellation Policy

Cancellation fees are based on the number of people declared on this form or our minimum number, whichever is the greater.

Low season (Nov–Feb inc)	Minimum number 12 people
Mid season (Mar-Apr inc & Sept-Oct inc)	Minimum number 24 people
High season (May-Aug inc)	Minimum number 24 people

In all cases, your deposit, due within 14 days, is strictly non-returnable.

Cancellation fees:

Within 12 weeks of date of arrival	25% of the full fee
Within 6-12 weeks of date of arrival	50% of the full fee
Within 6 weeks of the date of arrival	FULL FEE

From time to time we may contact our customers with information about the Horstead Centre and special offers. Please tick this box if you do not want us to retain your details for marketing purposes.

I have enclosed a non-returnable deposit of £25. Total amount:

£

I accept the terms and conditions of booking as set out on your website including the cancellation policy.

I have read your statement of risk management and the risk summary as set out on your website.

I understand that it my responsibility to organise a medical and consent for each participant.

Please tick boxes to acknowledge

Signed: _____

Name: _____ **Date:** _____