**2024 BEDROOM Booking Template (Page 1)**

**LODGES Booking Template (page2)**

**and FACILITIES Booking Template (Page 3)**

Name of Group: Click or tap here to enter text.

Date of Arrival: Click or tap here to enter text.

Date of Departure: Click or tap here to enter text.

Group Leader Name: Click or tap here to enter text.

Group Leader Mobile: Click or tap here to enter text. Landline: Click or tap here to enter text.

***Please note that visitors are required to bring their own sheets / pillowcases and pillows.***

*Sheets, Pillows and Pillowcases can only be provided as part of a ‘Simple Bedding Pack’ (1) at extra cost of £6.00 pp, OR In addition to the contents of Pack 1, a sleeping bag can be provided as part of an ‘Enhanced Bedding Pack’ (2) at an extra cost of £12.00 pp. Details can be found in the ‘General Guidance for Groups’, in the ‘Terms and Conditions of Booking’ and on the website.*

***IF BEDS ARE FOUND TO BE USED WITHOUT BEDSHEETS THE BEDDING PACK 1 CHARGE WILL BE APPLIED***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Room Name** | **Max capacity** | **Actual****Number of Beds** | **Number of planned Occupants** | **Number of Bedding Pack 1** | **Number of Bedding Pack 2** | **Comments / Notes / Extra Beds or Mattresses Required** |
| **INDOOR ACCOMMODATION FIRST FLOOR** (limited Z-Beds may be added) |
| Hayloft 1 | 5 | 3 beds1 bunk |  |  |  | Click or tap here to enter text. |
| Hayloft 2 | 5 | 3 beds1 bunk |  |  |  | Click or tap here to enter text. |
| Swallows Nest 1 | 5 | 5 beds |  |  |  | Click or tap here to enter text. |
| Swallows Nest 2  | 2 | 2 beds |  |  |  | Click or tap here to enter text. |
| Swallows Nest 3 | 2 | 2 beds |  |  |  | Click or tap here to enter text. |
| Twin Gables 1 | 6 | 3 bunks |  |  |  | Click or tap here to enter text. |
| **INDOOR ACCOMODATION GROUND FLOOR** (limited Z-Beds may be added) |
| Twin Gables 2 \* | 4 \* | 2 bunks \* |  |  |  | Click or tap here to enter text. |
| Stables 1 | 8 | 4 bunks |  |  |  | Click or tap here to enter text. |
| Stables 2 | 4 | 2 bunks |  |  |  | Click or tap here to enter text. |
| **Total** | **41** | **15 beds****13 bunks** |  |  |  | **PLEASE ENTER TOTALS** |

***\**** *Twin Gables 2 can be made up for disabled persons (one or both of the bunk beds can be converted into single beds).* ***Please comment if needed. Note: Max capacity will be reduced by either 1 or 2 if requested.***

 **Lodge Layouts**

WC

Room B

Room A

Bunk

Bunk

Bunk

Bunk

Bunk

Bunk

Shower

Room

Bed

Bed

Seat

Table

Boiler

House

 **Leaders Lodge Lodges 1-4**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Room Name** | **Max capacity** | **Actual****Number of Beds** | **Number of planned Occupants** | **Number of Bedding Pack 1** | **Number of Bedding Pack 2** | **Comments / Notes / Extra Beds Required** |
| Leaders Lodge\*\* |  4 |  3 |  |  |  | Click or tap here to enter text. |
| Lodge 1 Room A |  7 |  6 |  |  |  | Click or tap here to enter text. |
| Lodge 1 Room B |  7 |  6 |  |  |  | Click or tap here to enter text. |
| Lodge 2 Room A |  7 |  6 |  |  |  | Click or tap here to enter text. |
| Lodge 2 Room B |  7 |  6 |  |  |  | Click or tap here to enter text. |
| Lodge 3 Room A |  7 |  6 |  |  |  | Click or tap here to enter text. |
| Lodge 3 Room B |  7 |  6 |  |  |  | Click or tap here to enter text. |
| Lodge 4 Room A |  7 |  6 |  |  |  | Click or tap here to enter text. |
| Lodge 4 Room B |  7 |  6 |  |  |  | Click or tap here to enter text. |

***Leaders Lodge***

*\*\* The Leaders Lodge is not available at all times as it is used to give the manager cover for holiday’s etc.– Please check for availability before booking. A daily supplement of £20 per night will apply for using this lodge. However if the booking is for less than 30 people using the main indoor accommodation this will increase to £25 per night.*

 *See website for details.*

**NOTE: Any children staying in the Leaders Lodge must be accompanied by either a parent or carer.**

***Other Lodges***

*A daily supplement of £30 per lodge will apply where less than 30 persons are using the main indoor accommodation.*

*This same supplement will also be levied if the Lodge is less than 50% occupied (i.e. less than 3 persons per room). Regardless of how many are in the indoor accommodation.*

*Should there be less than 30 people in the main indoor accommodation and the lodge is also less than 50% occupied then the supplement will double to £50 per night*

 Comments / Notes or Other Requests: Click or tap here to enter text.

Time of arrival of group leaders: Click or tap here to enter text. (Please note the published earliest arrival & departure times unless prearranged)

**If you have arranged a food delivery, please ensure someone is here to receive it**

Estimated time of arrival of rest of group: Click or tap here to enter text.

Estimated time of departure: Click or tap here to enter text. (Late departure may be allowed on Sundays if no immediate group is due in).

***Note: Please refer to ‘Terms and Conditions of Booking’ for standard acceptable arrival and departure times***

Will you want to use the following activities /facilities (**Click on box if required; Leave blank if not**)

Paddle Boats: [ ]  Rowing Boats: [ ]

Raft Building: [ ]  Eco Pond: [ ]

***Please note that due to the extremely cold temperature of the lake and pond from November to March inclusive, these will normally be out of bounds for water activities during this period.***

BBQ: [ ]  Fridges: [ ]  Freezer: [ ]

Go-Karts: [ ]  Camp fire: [ ]  Camping Electrical Hook-ups: [ ]

**Please email to discuss electrical hook-up requirements for these before arrival.**

Vehicles on camping field

Will any campers be towing a caravan / trailer tent or driving a motorhome? [ ]

**Please email to discuss requirements for these before arrival** (Vehicles will not be allowed on camping field in wet conditions)

Break-down of attendance into age groups and status of attendees

It would help us in our record keeping if you could also let us have a break-down of attendance as follows:

**Total numbers using INDOOR ACCOMODATION** Click or tap here to enter text.

**Total Estimated numbers CAMPING**  Click or tap here to enter text.

**Total Estimated numbers of DAY VISITORS**  Click or tap here to enter text.

**Total number of group leaders** Click or tap here to enter text.

**Total number of Adults (Who Are Not Leaders)** Click or tap here to enter text.

**Total number of children 12-18** Click or tap here to enter text.

**Total number of children 3 to 11** Click or tap here to enter text.

**Total number under 2 years old**  Click or tap here to enter text. **NOTE: Under 2’s are Free**