**2025 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 single fitted sheet, pillow/pillow case and sleeping bag or duvet.***

*If required, we can provide a simple bedding pack containing a pillow, pillowcase and fitted sheet at a cost of £6.50 per person but no longer offer sleeping bag or duvet options, so guests do need to bring their own sleeping bag or duvet regardless.*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room Name** | **Max capacity** | **Actual****Number of Beds** | **Number of planned Occupants** | **Number of Simple Bedding Packs Required** | **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 Simple Bedding Packs Required** | **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***

*\*\* Please note that the Leaders Lodge is not always available. Please check for availability before considering this as part of your booking. Use of the Leaders Lodge is charged at the standard indoor accommodation rates, with a small supplement to cover the additional features and the extra operational costs.*

*An additional charge of* ***£25 per night*** *will be charged when hiring the Leaders Lodge.*

*This supplement is in addition to the standard per person day rates for indoor accommodation.*

*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* ***£35 per lodge per night*** *will apply where less than 35 persons are using the main indoor accommodation or where multiple lodges are booked at less than 50% occupancy.*

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. **(3pm onwards)**

***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. **(3pm onwards)**

Estimated time of departure: Click or tap here to enter text. **(Bedrooms to be vacated by 10am and site by noon)**

***Early Check In Arrival and/or Late Checkout Departure is by pre-arrangement ONLY and is charged at £125 per hour.***

***Please Note: Failure to vacate the site by noon will result in a Late Checkout Charge being applied.***

***Failure to thoroughly clean the site prior to your departure will result in a cleaning charge being applied.***

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)

**Please email to discuss the details of any 3rd party Activity providers that you may be bringing onsite.**

**A copy of their Public Liability Insurance will also be required.**

**Please Note that for insurance purposes No Pets, No Smoking & No Alcohol are permitted onsite.**

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**