**BEDROOM Booking Template (Page 1)**

**and FACILITIES Booking Template (Page 2)**

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.

***From October 2022 onwards our bedding policy will be changed. From 01 October 2022 Visitors will be required to bring their own sheets / pillowcases and pillows.*** *Sheets, Pillows and Pillowcases will only be provided as part of a ‘Simple Bedding Pack’ (1) at extra cost of £5.00, OR In addition to the contents of Pack 1, a sleeping bag will be provided as part of a ‘Enhanced Bedding Pack’ (2) at an extra cost of £10.00. Details can be found in the ‘General Guidance for Groups’ and 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 additional mattresses on the floor or camp 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 additional mattresses on the floor or camp 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** |
| **INDOOR ACCOMODATION LEADERS LODGE \*\*** |
| Leaders Lodge **\*\*** | 4 \* | 2 beds1 sofa bed |  |  |  | Click or tap here to enter text. |

***\**** *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.***

***\*\* The Leaders Lodge is not available at all times – Please check for availability. A daily booking supplement will apply to any booking of under 45 using indoor accommodation or 60 combined indoor / camping. See website for details.*** *Limited additional beds can be added to the leader’s lodge in the form of z beds if required.*

**NOTE: THERE MUST BE AT LEAST ONE RESPONSIBLE ADULT ALOCATED TO THE LEADERS LODGE WHEN IN USE.**

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 over 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**