



## CUDHAM ENVIRONMENTAL ACTIVITIES CENTRE

New Barn Lane, Westerham Hill, Kent, TN16 2HT Telephone: 01959 574660  
www.cudhameac.org.uk email us cudham@woodcraft.org.uk



### BOOKING INFORMATION & CONDITIONS FOR RESIDENTIAL TRIPS 2017/2018

*Bookings for 2018 accepted from 1st February 2017 with the understanding prices may increase*

**2017 Fees:** £14.00 Per person, per night (+Day visitors extra)

**Minimum Booking:** 30 fee paying people  
Special Needs groups = 25 fee paying people minimum

Please ensure adequate ratio of adults:students/young people, *one as an appointed First-Aider* – Numbers should be sufficient to ensure ratios are maintained for an adult having to leave the site e.g. with a sick or injured child

**Day Visitors/  
Hall Hire Only:** Minimum booking fee applies for hall hire only (without catering)  
Includes tea/coffee for staff + juice for students on arrival/at lunchtime  
Hall hire only can be booked for half day, full day or evening only depending on availability (with or without additional sessions )  
Full or assisted catering available for day visits

**Deposit:** A minimum, **non-returnable deposit of £150** is required when a booking is made  
If less than 2 months' notice given as cancellation = 50% of minimum expected fee per night will be payable

**Payment:** After booking is secured, balance of fees due to be paid by BACS three weeks before your visit or by cheque during your visit please: Cheques payable to "Cudham Activities Centre" (See Booking Form)

**Centre led activity:** Programme delivery = minimum £20 per hour depending on requirements and numbers (please discuss when booking)

**Bushcraft and Forest School Sessions are now available !!** Please speak to Catherine when booking. Prices according to length of session/age group and specific requirements

**Breakages:** A charge will be made for any breakages/damage to the Centre  
**Bedding:** Full bedding sets are available @ £5.00 per set  
**Catering:** Full or assisted catering is available. Please give full details when booking  
**Sample menus / prices available on request**  
Food allergies to be advised in advance, please

**ARRIVAL TIME:** Monday – Thursday from 9.30am  
Friday from 6.00pm

**DEPARTURE TIME:** Monday – Thursday: to be off site by 5pm at the latest please  
Friday and Sunday: to be off site by 3pm at the latest please

- ~ These times are designed to allow full support for outgoing groups and preparation for incoming groups
- ~ Late departure or late payment may incur extra charges
- ~ Please ensure you have provisionally booked dates with the Centre before completing the Booking Form
- ~ We suggest you keep a copy of the Booking Form for your records
- ~ Booking is not secure until deposit and form have been received



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### BOOKING FORM FOR RESIDENTIAL TRIPS 2017/2018

Please complete and return to Centre Manager 😊

School/Group Name:		
Trip Leader:		
Contact Address:		
Telephone Numbers:	Daytime:	Evening:
Email contact:		
Number of Students:		Age range:
Number of Adults:		Is any bedding required?
Are there any additional support needs?		
Arrival date:		Time:
Departure date:		Time:
Catering: (please tick)	Full catering?	Assisted catering?
Food allergies & dietary requirements:  (Please give numbers of each)	<ul style="list-style-type: none"> <li>• Pescatarian, no meat but can eat fish</li> <li>• Lacto-ovo vegetarian, can eat dairy and eggs</li> <li>• Lacto-vegetarian, can eat dairy but no eggs</li> <li>• Vegan</li> <li>• Gluten Free</li> <li>• Nut or other allergy (please state how severe)</li> </ul> Other:	
Would you like us to book minibuss travel?		
Deposit Enclosed ?		Amount:
<p><i>We are happy for you to pay directly into our bank but please do advise us when paying this way and quote your group contact name as reference, thank you.</i></p> <p><b>Bank Name:</b> The Co-op Bank <b>Sort Code:</b> 08-92-99 <b>A/c No:</b> 65299047  <b>Name:</b> Cudham Activity Centre <b>IBAN:</b> GB49CPBK08929965299047 <b>BIT/Swift Code:</b> CPBKGB22</p>		

I have read and understand the booking conditions and agree to be bound by them:

Signed ..... Date .....

Woodcraft Folk is a registered charity in England & Wales (1148195) and in Scotland (SC039791).  
And a Limited Company, registered in England & Wales, Company No. 8133727