



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 2018/2019

Bookings for 2019 accepted from 1st February 2018 with the understanding prices will be increasing by £1 pp pn

2018 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 2018/2019

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"> • Pescatarian, no meat but can eat fish • Lacto-ovo vegetarian, can eat dairy and eggs • Lacto-vegetarian, can eat dairy but no eggs • Vegan • Gluten Free • Nut or other allergy (please state how severe) Other:	
Would you like us to book minibus travel?		
Deposit Enclosed ?		Amount:

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.

Bank Name: The Co-op Bank **Sort Code:** 08-92-99 **A/c No:** 65299047

Name: Cudham Activity Centre **IBAN:** GB49CPBK08929965299047 **BIT/Swift Code:** CPBKGB22

GDPR: To see how we manage your data please visit Woodcraft Folk's Privacy Statement www.woodcraft.org.uk/privacy

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