



## 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 WOODCRAFT GROUPS 2019/2020

*Bookings for 2020 accepted from 1st February 2019 with the understanding prices may increase by £1 pp pn*

**2019 Fees:** Weekends (Friday night - Sunday afternoon): £26 per person  
Bank Holiday weekends (Friday night - Monday afternoon): £39 per person  
Monday – Thursday overnight bookings £13 per person (under 3's no charge 😊)

**Minimum Booking:** 28 fee paying people (£728.00)

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

**Little ones:** x 2 high chairs + x 2 travel cots available – please book in advance if needed

**Bedding:** Full bedding sets are available @ £5.00 per set

**Day Visitors:** Unless counted in your number + £5.00 per person (There must be a list of all on site + overnight in case of fire, in line with our Health & Safety procedures)

**Dixon Lodge:** Please check for availability during your stay as often used by Volunteer Wardens

**Deposit:** A minimum, **non-returnable deposit of £100** 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; if less than one month's notice = full expected amount payable.

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

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

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

**Breakages:** A charge will be made for any breakages/damage to the Centre

**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 departures 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**

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



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### BOOKING FORM FOR WOODCRAFT GROUPS 2019/2020

Please complete and return to Centre Manager 😊

Group Name:		
Trip Leader 1:		Membership No:
Contact Address:		
Telephone Numbers:	Daytime:	Evening:
Email contact:		
No. of young people:		Age range:
Trip Leader 2:		Membership No:
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:	
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](http://www.woodcraft.org.uk/privacy)

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

Signed .....

Date .....

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