



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 2020/2021

2021 bookings accepted from 1st February 2020 with understanding prices may increase by minimum of £1 pp pn

- 2020 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 £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; 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**



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BOOKING FORM FOR WOODCRAFT GROUPS 2020/2021

Please complete and return to Centre Manager ☺

Group Name:		
Trip Leader 1:		Membership No:
Contact Address:		
Telephone Numbers:		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"> ● 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:	
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