



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 2021/2022

Bookings for 2022 accepted from 1st February 2021 with the understanding prices may increase by minimum of £1 pp pn

2021 Fees £16.00 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 : 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

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 £300** 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. We prefer BACS payment, but you can instead pay by cheque during your visit, cheques payable to "Woodcraft Folk" and with "Cudham" and booking reference on back of cheque (see Booking Form for BACS details).

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 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
BOOKING FORM FOR RESIDENTIAL TRIPS 2021/2022
Please complete and return to Centre Manager

School/Group Name:		
Trip Leader:		
Contact Address:		
Telephone Numbers:	Daytime:	Evening:
Email contact:		
No. of Students:	Age range:	
Number of Adults:	Is any bedding required?	
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:	
<p>We are happy for you to pay directly into our bank but please do advise us when paying this way and quote Cudham and your group contact name as reference, thank you.</p> <p>Bank Name: Unity Trust Bank Sort Code: 60-83-01 A/c No: 20392756 Name: Woodcraft Folk IBAN: GB93NWBK60023571418024 BIC/Swift Code: NWBKGB2L</p>		

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

Signed **Date**