



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 2021/2022

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

2021 Fees Weekends (Friday night - Sunday afternoon): £28 per person
Bank Holiday weekends (Friday night - Monday afternoon): £42 per person
Monday – Thursday overnight bookings £14 per person (under 3's no charge)

Minimum Booking 28 fee paying people (£784.00)

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, 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. We prefer BACS payment, but you can instead pay by cheque during your visit please; 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

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
- Booking is not secure until deposit and form have been received

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:	Daytime:	Evening:
Email contact:		
No. of young people:		Age range:
Trip Leader 2:		Membership No:
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: 	
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**