|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address**  **Post Code** |  |
| **Phone** | **Mobile: Other:** |
| **Email address** |  |
| **Size of Group** |  |
| **Areas Required** | **31 beds: [ ] Whole centre 52 beds: [ ]** |
| **Group leader on site** | **Name: Mobile phone number:** |
| **Camping required** | **Yes/No Number of people camping: [ ]** |
| **Bedding required** | **Yes/No Bag, liner, pillow, case Number of sets:** |
| **Arrival date and time** | **Date:** **Time:** |
| **Departure date and time** | **Date: Time:** |
| **Additional heating hours** | **Heating additional hours: Boxes of wood:** |
| **Additional heating timings** | **07.00-08.30, 16.00-17.30 is standard**  **Please add additional timings:** |
| **Heating:** The centre is heated in the morning 7-8.30am & afternoon 4-5.30pm.If additional heating is required, this is provided at an charge of £10 per hour, we recommend minimum 4 additional hours per day during colder seasons. Firewood is provided for the stove in lounge at £10 per box, we recommend 1 box per night. You will need to bring your own matches and firelighters.  **Cleaning and damages:**  A cleaning service is provided at £120. You agree to leave the centre clean, to pay the full cost of any damages or losses occurring during the hire period and to keep noise outside to an acceptably low level. A guarantee of £400 must be paid in advance and will be returned when the requirements have been met.  **To secure your booking**: Please send a non-refundable deposit of £300 per night or a purchase order. The balance is due 2 months before your arrival date. If you cancel you will lose the deposit and will be liable for cancellation charges as described in terms and conditions. | |

|  |  |
| --- | --- |
| Accommodation | £ |
| Additional Heating £10 per hour | £ |
| Firewood at £10 per box | £ |
| Bedding hire £20 per set | £ |
| Cleaning Service £120 | £ |
| **Total charges** | **£** |
| Cleaning/damages bond £400 | £ |
| **Signed** | **Date** |

**Cheques payeable to** Foundry Adventure Centre Limited

**Bacs payments to** Foundry Adventure Centre. Sort code 60 01 33, account 51003937, add surname and date of booking

Foundry Adventure Centre, The Old Playhouse, Great Hucklow, Derbyshire, SK17 8RF, tel 07786332702

**BOOKING TERMS AND CONDITIONS**

1. All bookings are made with the Foundry Adventure Centre (referred to as FAC), The Old Playhouse, Great Hucklow, Derbyshire, SK17 8RF.

2. To book accommodation, please complete the booking form and post it to the company with a deposit, or a valid purchase order if you require an invoice.

3. The balance is due no later than two calendar months prior to commencement of the event. If your booking is made within two months of commencement full payment must be made.

4. If the balance is not received by the specified date we reserve the right to cancel your booking and your deposit will be forfeited, unless a delay in your payment has been agreed.

5. Should you cancel the following scale of charges will apply

* Cancellation more than 90 days before arrival date – loss of 50% of total charge.
* Cancellation less than 90 days before arrival date – loss of 100% of total charge.

6. Cancellation of accommodation by FAC will entitle you to a full refund of payments made. No other compensation will be allowable.

7. We reserve the right to cancel any booking and to terminate any letting for any unreasonable conduct, or for any breach of the rules [as set out herein or otherwise notified to the Hirer].

8. Use of the Foundry Adventure Centre is entirely at the Hirer’s risk and we do not accept any responsibility for the loss or damage sustained by any user or users of the Foundry Adventure Centre, or by any visitor or visitors. The Hirer will indemnify the Foundry Adventure Centre against all legal liability in respect of loss, injury or damage caused to any person or property of the Foundry Adventure Centre premises during the period of the booking and arising out of the booking, whether arising by accident or by the negligent or other act of the Hirer or anyone at the Foundry Adventure Centre with the acquiescence or consent (express or implied) of the Hirer. Hirers are advised to take out their own insurance.

9. The Hirer and all persons in the hirer’s party will vacate The Foundry Adventure Centre at the end of the hire period, leaving the centre in a clean and proper condition, and in all respects as it was found at the commencement of the period of hiring.

10. Having made every effort to ensure the correctness of our information, we cannot be held responsible for any inaccuracies.

11. These booking conditions may only be waived in writing by Tim Gould, director.

12. The terms and conditions of all agreements made with FAC will be subject to and governed by English law.

13. When making your booking it is implied and accepted that you have read and understood all these booking conditions and agree to abide by them.