 BOOKING FORM

|  |  |  |
| --- | --- | --- |
| Contact Details | |  |
| Group Name: |  | |
| Contact Name: |  | |
| Organisation / District / County: |  | |
| Address: |  | |
| Postcode: |  | |
| E-mail: |  | |
| Telephone: |  | |
| Nights Away Permit Holder: |  | |

|  |  |  |
| --- | --- | --- |
| Date | |  |
| Date of Arrival: |  | |
| Time of Arrival: |  | |
| Date of Departure: |  | |
| Time of Departure: |  | |

|  |  |  |
| --- | --- | --- |
| Camping – Estimated Numbers | |  |
| Overnight |  | |
| Day (10am – 5pm) |  | |
| Evening (6pm – 10pm) |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Accommodation | | | | | | |  |  |
| Building Required: | | Overnight | Day (10am – 5pm)\* | | | Evening (6 – 10pm)\*\* | | | |
|  | |  |  | | |  | | | |
| Copps Cottage | |  |  | | |  | | | |
|  | |  |  | | |  | | | |
| Silver Birches | |  |  | | |  | | | |
|  | Field Kitchens | | | | | |  |  |  |
| Field Kitchen Required: | | Overnight | | Day (10am – 5pm) | Evening (6 – 10pm) | | | | | |
| Ash Grove | |  | |  |  | | | | | |
| Beechwood | |  | |  |  | | | | | |
|  | |  | |  |  | | | | | |
| Lordfield | |  | |  |  | | | | | |
| Ranger Warren | |  | |  |  | | | | | |
| Ravenswood | |  | |  |  | | | | | |
|  | |  | |  |  | | | | | |
|  | |  | |  |  | | | | | |
| Wild Wood | |  | |  |  | | | | | |
| Woodside | |  | |  |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment Hire | |  |  |  |
| Number of Tables: |  | |  |  |
| Number of Benches: |  | |  |  |

Day\* Monday to Friday only Evening\*\* Monday to Thursday only

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Additional Requests | | | | | | |  |
|  |  | | | | | | |
| Activities | | | | |  |  |  |
| Activity Required: | | Date | Time | Instructor Required? | | | |
| Adventure Area – Upper Site | |  |  | Own Supervision | | | |
| Adventure Area – Lower Site | |  |  | Own Supervision | | | |
| Air Rifles | |  |  | Yes / No | | | |
| Archery | |  |  | Yes / No | | | |
| Campfire Circle | |  |  | Own Supervision | | | |
| Cave Bus | |  |  | Own Supervision | | | |
| Christmas Tree Farm | |  |  | Own Supervision | | | |
| Curling | |  |  | Own Supervision | | | |
| Fitness Trail | |  |  | Own Supervision | | | |
| Floorball | |  |  | Own Supervision | | | |
| Grass Sledging | |  |  | Own Supervision | | | |
| Hiking | |  |  | Own Supervision | | | |
| Human Sundial | |  |  | Own Supervision | | | |
| Kent Wildlife | |  |  | KWT Provided | | | |
| Nature Trail | |  |  | Own Supervision | | | |
| Orienteering | |  |  | Own Supervision | | | |
| Pioneering | |  |  | Own Supervision | | | |
| Problem Solving | |  |  | Own Supervision | | | |
| Table Tennis | |  |  | Own Supervision | | | |
| Tomahawk Throwing | |  |  | Yes / No | | | |
| Traversing Wall | |  |  | Own Supervision | | | |
| 12 in 1 Multi Games | |  |  | Own Supervision | | | |
| Zip Wire | |  |  | Own Supervision | | | |

BOOKING TERMS & CONDITIONS

DISCOUNTS

Discounted prices are offered to all members of Scout and Girlguiding groups on camp fees, indoor accommodation and field kitchens, with additional discounts to groups within Bexley District Scouts, as shown on our current price lists.

DEPOSITS

To confirm your booking the following deposits will be payable at the time of booking please:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bexley Scouts | Scouts & Guides | Other |
| Indoor Accommodation | 10% | 20% | 20% |
| Campsites | 5% (Minimum £10) | 5% (Minimum £10) | 10% (Minimum £20) |
| Field Kitchens | 10% | 20% | 20% |

BALANCES

Full payment of invoice for accommodation and activities is due before leaving site at the end of your event.

Payment can be made by:

Online transfer to:

Cudham Shaws – Bexley District

Sort Code 30-90-76

Account Number 63640360

Cheques should be made payable to Cudham Shaws Outdoor Centre please.

Card payments can be made from the link on the invoice or on site.

CANCELLATION

Please provide notice of cancellation by e-mail to [bookings@bexleyscouts.org.uk](mailto:bookings@bexleyscouts.org.uk)

Cancellations made more than 1 calendar month before event – deposit refunded.

Cancellations made less than 1 calendar month before event – deposit non-refundable.

OVERNIGHT STAYS

All camp leaders MUST attach a copy of their Scout or Guide (Nights Away) Permit or other Operating Authority authorisations where applicable at time of booking.

ACTIVITIES – OWN INSTRUCTOR AND / OR EQUIPMENT

If you are providing your own instructor (or equipment) for Air Rifles, Archery or Tomahawk Throwing a copy of their relevant authorisation / qualification MUST be attached to the booking.

For air rifles individual Parental Participation Agreements MUST be completed

RISK ASSESSMENTS

Appropriate Risk assessments must be completed before your visit.

DECLARATION

I have read and agree to comply with the terms and conditions of booking.

Signed:

Name:

Date:

Booking form to be e-mailed to [bookings@bexleyscouts.org.uk](mailto:bookings@bexleyscouts.org.uk) please.