

HORNSEA OUTDOOR RESIDENTIAL CENTRE

BOOKING FORM

Please use BLOCK CAPITALS

Booking Ref No.....

Please read the booking terms and conditions overleaf before signing

Name of School / Organisation.....
Name of Group Leader.....
If a school please state: Year Group(s)..... DfE No..... Local Authority.....
Address.....
..... Post Code..... Phone no.....
FAX No..... email.....

DATES		NO. OF NIGHTS	@ £27.50 PP PER DAY	NO. OF CHILDREN		NO. OF ADULTS		TOTAL COST	
FROM	TO			M	F	M	F	£	p

Special requests; e.g. Diet

I confirm that the details given above are correct

Signed _____ Date _____

Designation: Head/Organiser/Party Leader _____

PLEASE RETURN TO CENTRE AS SOON AS POSSIBLE

PLEASE CONFIRM FINAL NUMBERS & SPECIAL REQUIREMENTS 4 WEEKS BEFORE ARRIVAL

A PLAN OF THE DORMITORIES IS ATTACHED TO HELP WITH YOUR PLANNING

Please return this form to:

Manager
Hornsea Outdoor Residential Centre
Hull Road
Hornsea
East Yorkshire
HU18 1RW

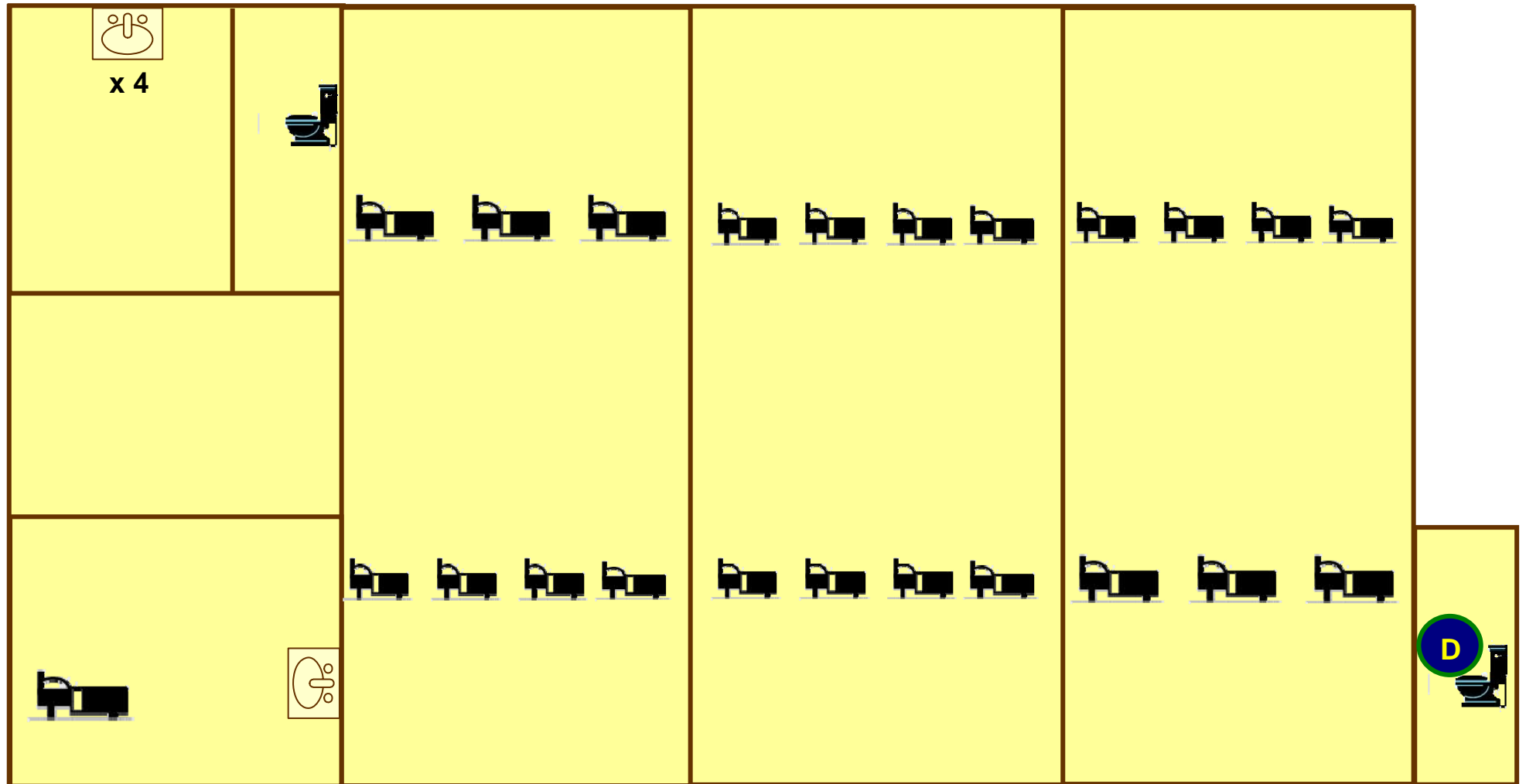
HORNSEA OUTDOOR RESIDENTIAL CENTRE

HORNSEA OUTDOOR RESIDENTIAL CENTRE BOOKING CONDITIONS

- i) A booking only becomes final when it is confirmed in writing by the Hornsea Centre following receipt of a completed Booking Form.
- ii) Confirmation of final numbers must be given four full weeks prior to arrival at the Centre, i.e. numbers of males/females/staff.
- iii) Where the school/other organisation reduces the number of places booked after placing its booking, they will be charged for the place(s) that are not taken up on the following basis:
 - Reduction in numbers notified more than 12 full weeks before the start of the visit: no charge;
 - Reduction in numbers notified between 12 and 4 full weeks before the start of the visit: £13.75 per place booked;
 - Reduction in numbers notified less than 4 full weeks before the start of the visit: £27.50 per place booked.
- iv) Notification of any special requirements e.g. diets, birthdays etc. must be given four full weeks prior to arrival at the Centre. Failure to do so will not guarantee that the requirements will be met.
- v) An outline programme of activities must be lodged with the Centre Manager at least four full weeks prior to the visit. Assistance with compiling this information will be available if required.
- vi) Visiting groups undertake to use the Centre for educational purposes only. In addition they will not knowingly act in a way which harms the local environment or disturbs the local community.
- vii) Visiting staff have initial responsibility for the supervision of their group except when Centre staff have taken temporary charge for a specific specialist activity.
- viii) The Centre reserves the right to charge the visiting group IN FULL for any wilful damage to the premises, fittings or equipment.
- ix) The final say on all matters concerning the day-to-day management of the Hornsea Centre and the conduct of residents rests with the Centre Manager. The Manager reserves the right to terminate the stay of an individual or group at his discretion. In such circumstances, charges will be waived except for disbursements made on the users behalf, e.g. transportation costs.
- x) Submission of a completed Booking Form, followed by written acknowledgement from the Hornsea Centre constitutes a contractual agreement to pay promptly. Family Services Finance Section, County Hall, Wakefield will subsequently issue the invoice. This invoice will take account of any reduction due for pupils entitled to support under the Scheme of Aid system. A separate sheet for these details is available for completion.
- xi) The cost of the visit will include V.A.T if applicable to your group.

HORNSEA OUTDOOR RESIDENTIAL CENTRE

Beverley Dormitory (nearest road)



Staff

Key:



SINGLE BED



WASHROOM - USUALLY WITH 4 BASINS OR SINKS



TOILET FOR OVERNIGHT USE

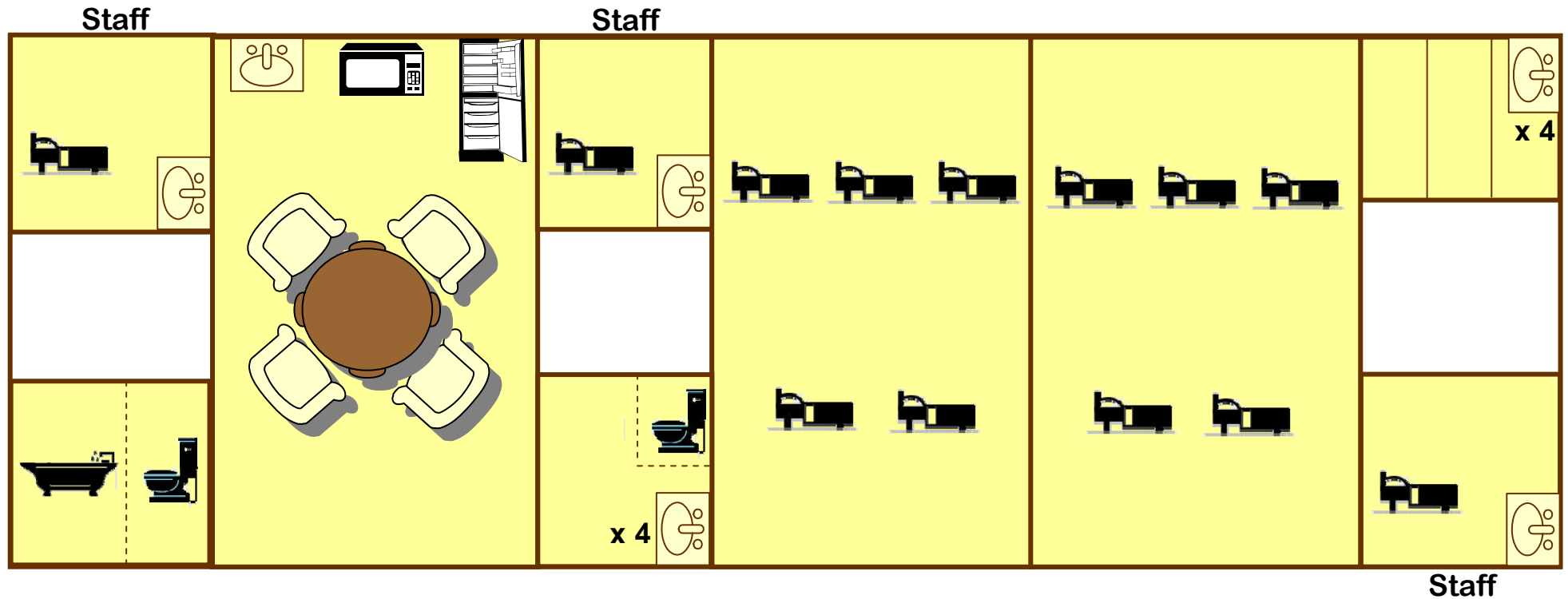


DISABLED TOILET





- ROOMS MARKED 'Staff' HAVE A SINGLE BED, SINK AND WARDROBE
- Wardrobes are also available for pupils

HORNSEA OUTDOOR RESIDENTIAL CENTRE

Hornsea - Middle Dormitory



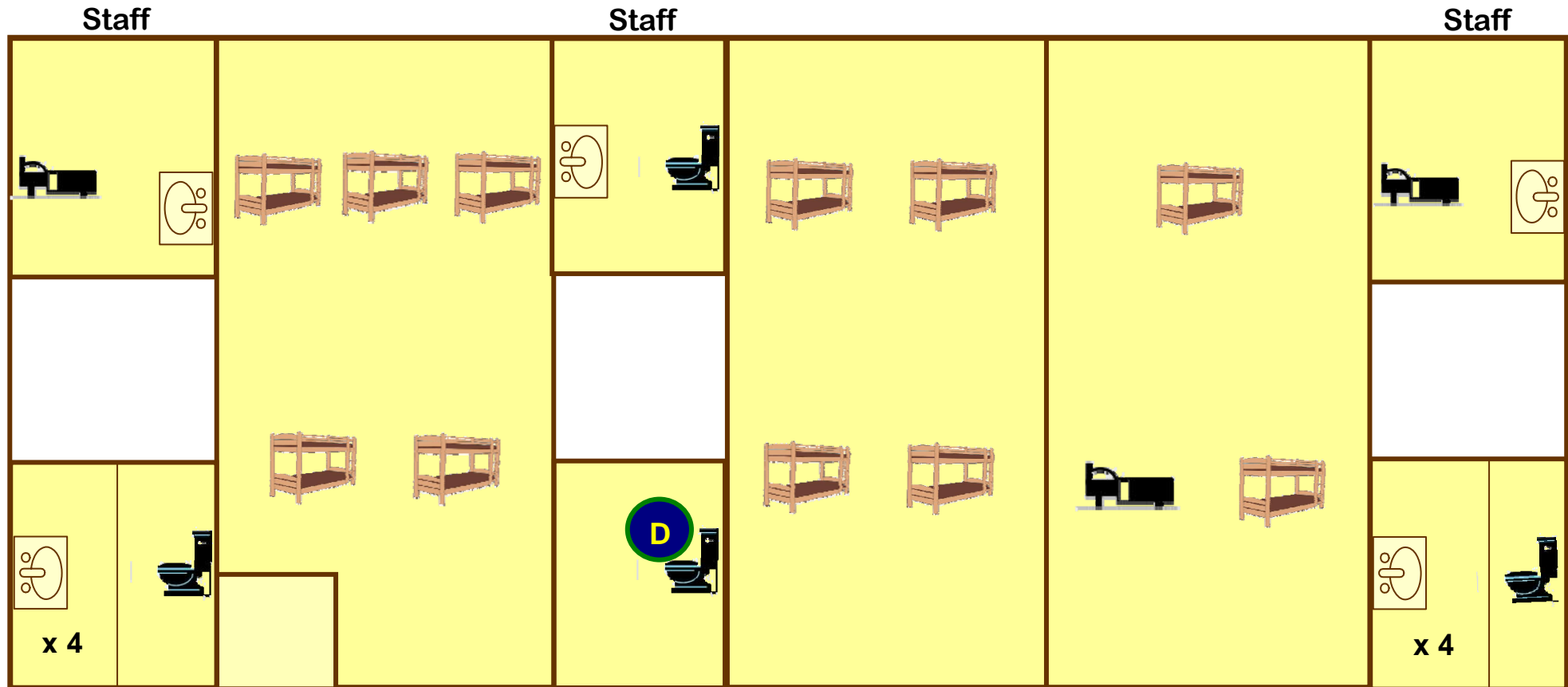
Key:

-  SINGLE BED
-  WASHROOM - USUALLY WITH 4 BASINS OR SINKS
-  TOILET FOR OVERNIGHT USE
-  BATH WITH SHOWER

- ROOMS MARKED 'Staff' HAVE A SINGLE BED, SINK AND WARDROBE. WARDROBES ARE ALSO AVAILABLE FOR PUPILS
- STAFFROOM HAS EASY CHAIRS, SINK, FRIDGE, SAFE, MICROWAVE AND WEIGHING SCALES

HORNSEA OUTDOOR RESIDENTIAL CENTRE

Hull Dormitory (pointing to field and old railway)



Key:



SINGLE BED



WASHROOM - USUALLY WITH 4 BASINS OR SINKS



TOILET FOR OVERNIGHT USE



BATH WITH SHOWER



DISABLED TOILET



CHILDREN'S BUNK BEDS

- ROOMS MARKED 'Staff' HAVE A SINGLE BED, SINK AND WARDROBE. WARDROBES ARE ALSO AVAILABLE FOR PUPILS