

## Booking Application Form for use of Centre

Please read the enclosed 'Terms & Conditions' before completing this form

1. Name of School/Organisation : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_
3. Period Required :  
From (Day & Date of Arrival) \_\_\_\_\_ Approx. Time \_\_\_\_\_  
To (Day & Date of Departure) \_\_\_\_\_ Approx. Time \_\_\_\_\_
4. Numbers in Group:  
CHILDREN:                      Male \_\_\_\_\_ Female \_\_\_\_\_  
STAFF:                              Male \_\_\_\_\_ Female \_\_\_\_\_
5. Age Ranges (5–7 years) \_\_\_\_\_ (8–11 years) \_\_\_\_\_ (12–16 years) \_\_\_\_\_ (Other) \_\_\_\_\_
6. Type of Booking Catered / Self Catering (Please delete whichever does not apply)
7. Details of Person responsible for Group:  
Name: \_\_\_\_\_ Age (if under 21) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel. No: \_\_\_\_\_
8. Undertaking to be signed by the Senior Member of staff responsible for the group and resident throughout the visit.  
I have read the Conditions of Use of Lincolnsfields Childrens Centre and agree to abide by them.  
I confirm that all accompanying staff/volunteers have been police checked.  
I confirm that at least one member of the accompanying staff is qualified in First Aid.  
Signed: \_\_\_\_\_ Position in Organisation: \_\_\_\_\_
9. Details of any **special dietary requirements** should be notified to the Centre **at least 7 days** before your arrival.  
Please note a deposit of **£100** is required on receipt of all bookings and should be enclosed with the booking form (returned at the end of the visit subject to no damages).  
All final fees and charges must be paid in full on your departure date.  
Cheques to be made payable to **“Lincolnsfields Centre“**

### The Lincolnsfields Children's Centre

Bushey Hall Drive, Bushey, Herts. WD23 2ES

Tel: 01923 233841 Fax: 01923 213055

Charity Reg. No. 298392

## TERMS & CONDITIONS

**Booking Conditions: Please read these carefully as it is on these contractual conditions that bookings are accepted.**

A booking for the centre is only confirmed on receipt of a completed **Booking Application form** together with a minimum **£100 deposit** which is **not refundable** in the event of cancellation, except in **exceptional** circumstances. The booking form must be signed by the adult(s) who will be in charge of the party throughout their stay.

On receipt of the application an invoice will be sent to you for **75% of the total charges** for your visit and this must be **paid at least 21 days** before the date of your arrival. **A 5% surcharge will be made for each week or part of a week in which payments are late.**

The balance of the fees including any charges for activities or equipment provided should be paid in full **on the day of your arrival** and it is important that **you should remember to bring with you cheque(s) signed to cover this payment.**

Providing there has been no damage to the Centre property or equipment the £100 deposit paid will be returned upon departure.

### **Centre Rules:**

The Centre is located on a 24 acre site which is also used by other community organisations and it is essential that as visitors you should endeavour to maintain good relations with them. Whilst we wish everyone who comes to the Centre to enjoy themselves there are one or two rules which are operated for the benefit of everyone.

Groups are asked to ensure that there is **no noise** outside the dormitory area after **11:30 pm** as there are resident staff on site.

Children should not be allowed outside the main accommodation area without adult supervision.

During your stay the staff of all groups are responsible for the behaviour of their party and visitors are required to comply with the requests of the Centre Manager who has the authority to ask anyone continuing to misbehave to leave.

The Centre operates a very strong anti racism/sexism policy. All visiting groups should adhere to this and if any group members are considered to be behaving

inappropriately, or if any group activities or the content of any programme are seen to contravene this policy it will be brought to the attention of the leader in charge who will be asked to rectify the situation.

**Within all of our buildings we operate a NO SMOKING POLICY**

**All staff/volunteers who accompany the group should under the group regulations be required to be police checked. This is a condition of our procedures.**

In accordance with Fire Safety Requirements dormitory furniture (inc. beds) should not be moved around.

### **Pre-visits**

We advise all group leaders who wish to bring a group to the Centre to take advantage of our pre-visit facility. During a pre-visit Centre staff will meet with you to help draft a programme of activities which will keep your children occupied throughout each day and ensure that they derive maximum benefit from their stay.

A pre-visit also enables staff to familiarise themselves with the Centre, it's staff and facilities. We can also assist with booking coaches at preferential rates.

### **On Arrival:**

Group leaders should report to the member of staff on duty at the Centre. Children should remain on the coach/minibus until our member of staff can show them to their accommodation. The duty member of staff will then welcome your group and spend a few moments explaining the centre rules.

### **Departure:**

Before leaving all groups are asked to ensure that all the equipment used has been returned, that any keys are handed back and that all bedrooms, lounge, classrooms etc. are left tidy with all litter placed in the bins. The sheets, pillow cases and duvet covers should be removed from the beds and placed in the laundry bags with duvets and pillows left on the beds. **Waterproof pillow and mattress covers should not be removed.**

The **Lincolnsfields Children's Centre cannot accept responsibility for any loss or damage to persons or property. Group leaders should ensure that they have adequate insurance and** should ensure that before leaving all lockers and rooms are checked for lost property.

**The Lincolnsfields Children's Centre**  
Bushey Hall Drive, Bushey, Herts. WD23 2ES  
Tel: 01923 233841 Fax: 01923 213055  
Charity Reg. No. 298392