

Old School Lodge General booking form (2015)

(Please note that a separate form is required for each booking)



The Old School Lodge
Llety'r Hen Ysgol

Deiniolen, Caernarfon
Gwynedd, LL55 3HH
oldschoollodge.org.uk

Name of Organisation	
Name of Leader	

Contact address (inc. Postcode)			
Phone No.	Day.....	evening.....	
e-mail address			

Proposed Arrival date	Approximate time (after 2.00pm)	Departure date	Rooms must be cleared by 12 noon

Number of nights	Total number in party

	Male	Female
Number in party		

*Please note this is the number that you will be charged for. Any changes in party numbers should be notified to the booking secretary prior to the final payment date.

Declaration I..... accept the terms and conditions applying to the booking of the Old School Lodge. (See over) I understand and accept that we will be liable for the cost of any damage to the fabric of the building incurred by my party. Details will be notified to me within 72 hours of our departure. .
signature.

This form, together with a non- refundable deposit of £75 should be sent to; -
The Booking Secretary, 1 Stanley House, 46 Stanley Road, Hoylake, Wirral, CH47 1HY
Phone no. 0151 632 4943 (e-mail: - activities@oldschoollodge.org.uk

Payment should be either made by cheque (payable to The Old School Lodge) or by BACS transfer. Sort code: 40-45-14.
Account No. 51647512 quoting group name as reference

NOTE your booking is not confirmed until you receive our invoice for the final balance.

FULL PAYMENT IS DUE FOUR WEEKS BEFORE ARRIVAL.

For official use only			
Booking confirmation Number – please quote in all correspondence			
Deposit Cheque received			



Owned and managed by Wallasey & West Wirral District Scout Councils.
Wallasey charity number 519233. West Wirral charity number 520278.
OSL Non scouting org.





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Booking Conditions (2015)

Charges are those currently applicable and are subject to review. The appropriate deposit must accompany all bookings before they can be accepted and confirmed and a booking is only confirmed when a confirmation number and invoice are issued.

Payment may be made either by cheque (payable to The Old School Lodge) or by BACS transfer (see details on booking form).

PLEASE NOTE that full and final payment is due 4 weeks before date of arrival.

Provisional bookings can only be held for 2 weeks. If the relevant deposit is not paid by this date then the provisional booking will be cancelled.

Cancellation policy - IMPORTANT

Cancellation at anytime will result in the loss of the booking deposit.

As cancellation within 1 month of arrival (i.e. after full payment is due) will result in loss of both deposit and balance you may like to consider taking out appropriate insurance.

Behaviour

Whilst the running of the centre is the responsibility of the Resident Warden, the nominated leader has overall responsibility for his/ her party's behaviour.

It is a requirement that all those who use The Old School Lodge act in a reasonable and proper manner with regard to their personal behaviour, the care of the facilities, the conduct of activities, the duty of care, risk assessment and health and safety issues. Users will be invoiced for any damage caused by them during their stay. Notification of any damage will be sent 72 hours of their departure.

Child Protection Measures

It is the policy of the Scout Association to safeguard the welfare of all members and users of its premises by protecting them from physical, sexual and emotional harm. To comply with these responsibilities, it is a condition of booking that all the Adult Leaders within their party have been deemed fit to work with young people by the booking organisation concerned.

Activities

The Centre does not provide or organise leaders or instructors, however we will be happy to help with information on where to go for advice on activities. Those who conduct activities are responsible for ensuring that they have the appropriate training and qualifications to do so relevant to their own organisation. The Centre accepts no responsibility for such matters.

Smoking Policy

The Old School Lodge is a designated non-smoking building and is equipped with smoke detectors. Specific smoking areas have been designated outside.

Liability

The Warden, Wallasey and/or West Wirral District Scout Councils nor their representatives can accept responsibility for the loss of, or damage to, vehicles or possessions belonging to visitors to the centre.

Pets are not allowed inside the centre at any time.



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