

Residential Centre Booking Form

Name of Group _____

Name of Organiser _____

Address _____

Telephone Number _____ (Home) _____ (Work)

Dates of Hire Period _____ to _____

Purpose of Visit _____

Guaranteed Minimum Number of Attendees

Adults _____
Children (4-12 yrs) _____
Children (0-3 yrs) _____

Target Number of Attendees

Adults _____
Children (4-12 yrs) _____
Children (0-3 yrs) _____

We require to use the:

Whole Residential Centre (Min 70, max 99) Main Residential Building (Min 45, max 69) Cedars Centre (Min 22, max 30)

We require the following catering arrangements:

Full Board Half Board Bed & Breakfast Self Catered

Extras

Data Projector OHP Bed linen Electric Piano

Sports Hall

All week Saturday Sunday Monday Tuesday Wednesday Thursday Friday

Extra Rooms Required

Seminar Room (small) Seminar Room (large) Lecture Room Conference Room

- I enclose a non-returnable deposit of 10% of the guaranteed number booking value.
- I enclose an initial, non-returnable deposit of £200 as my booking commences in more than one years time. I understand that the balance of the 10% deposit is payable at least 6 months before my hire period commences or if I cancel my booking before that date.
- I enclose a non-returnable deposit of £200 as my guaranteed no. booking value is under £2000.
- Our Insurer Is: _____
You are advised to ensure that you have adequate insurance cover for your stay.
Moorlands College reserves the right to refuse any booking with unsatisfactory cover.

I have read and agree to abide by the Terms and Conditions (issue date 12/11/2008).

Signed: _____ Organiser: _____ Date: _____

This signed booking form, together with the Terms and Conditions form a Contract of Hire between the group named above and Moorlands College.

Please keep a copy of this form for your records

Notes:

*Bookings from organisations requiring self-catering facilities can only be accepted for the whole Residential Centre (minimum 70 people, excluding children under the age of 4 and campers)

*Please send a copy of your current insurance policy one month before your booking starts.

*Final numbers and special diets of attendees must be notified at least ten days before the hire period begins.

*Where the number of attendees falls below the guaranteed number, the College reserves the right to charge for the shortfall at the appropriate rate published on the price list applying to the hire period.