

# Booking form Part 1

Please return this with your cheque to: The Peak Centre, Edale, Hope Valley S33 7ZA.



**N.B. To book the all-inclusive Schools Package, please use the Schools Package Part 1.**

Group name				Approx Age Range			
Organiser's name							
Address							
Phone	Home	mobile		work			
Email							
<b>John Champion's Barn <input type="checkbox"/> Grindslow Wing <input type="checkbox"/> Whole Centre <input type="checkbox"/></b> If you are booking just one wing and need additional space/facilities, you are advised to reserve the Sports Hall, Jagers Room, Craft Room, The Fold etc in advance, giving times.							
Day of week							
Date							
Arr/dep times							
Sports Hall time(s)							
Jagers (meeting room) time(s)							
Craft Room time(s)							
The Fold (woodland cabin) time(s)							
Peak Centre Instructed Activities/time(s)							

Do you intend to book a caterer? YES  NO

May we contact you occasionally with details of future availability or events at The Peak Centre that we think may be of interest to you? YES  NO

Does your organisation operate a child or adult protection policy? YES  NO

Will any person be present with your group whom you have any reason to believe could cause significant harm to a vulnerable person, particularly one under the age of 18? (If yes, please supply details) YES  NO

Do you accept that you are responsible for all aspects of your group's welfare and behaviour at all times other than those at which we are contracted to provide activities? YES  NO

Do you intend to bring anyone who might have difficulty in exiting the building in an emergency? YES  NO

If yes, will you undertake to produce an emergency evacuation plan and send this to us with your programme? YES  NO

*I have read and accept the terms and conditions of booking set out overleaf and accept that the charges will be as published for each calendar year by the Peak Centre.*

Signed: .....

Date: .....

Revised April 2018

DEPOSIT DUE (payable to "The Peak Centre")	Per night	No of Nights	Amount
John Champion's Barn	£65		
Grindslow Wing	£65		
Whole Centre	£130		

**FOR OFFICE USE ONLY**

Amount received:

Sage	Cash	Cheque	Bank

Acknowledgement of receipt of booking form and deposit as detailed on this form:

Signed:

Date:

Confirmed by email  Post  Tel.  In person

## Booking Terms and conditions

Please contact the office to make a provisional booking. The dates will normally be held for 2 weeks pending receipt of a deposit and completed Part 1 booking form overleaf. Bookings can be made up to 2 years ahead.

We will send you a part 2 booking form 10 weeks before your visit. This asks for more detailed information and needs to be returned within two weeks of receipt.

### Minimum / Maximum numbers

	John Champion's Barn	Grindslow Wing	Whole Centre (both wings)
Beds	26	20	46
Maximum occupancy (See Information Pack for details)	30	25	60
Minimum to pay for	22	15	35

### Cancellation

The booking deposit is non-returnable.

Cancellation fees are based on the minimum charge for the period you have booked, plus any activities:

Within 84 days	50%
Within 42 days	100%

### Payment

Charges are on a person-per-night basis with a minimum charge as above.

The current price list can be found on our website at [www.peakcentre.org.uk](http://www.peakcentre.org.uk) under Booking Information – Prices.

Our invoice will be presented on departure for payment within 14 days.

### Insurance

You must be covered for third party claims and leaders' negligence (ie legal and public liability).

Organisers may also wish to see that their members are insured against personal accident and loss of property.

### Bursary Fund

This fund is available on the basis of individual need. Any application for grants **must** be received in advance of your stay. Please contact us for further details.

### Arrival & Departure times

#### Arrive:

Monday after 12.00noon (Bank Holiday after 4pm)

Friday 6-00pm-9.00pm

Other days by negotiation

#### Depart:

Friday before 2.00pm

Sunday before 4.00pm

Bank Holiday Mondays before 12 noon

Other days by negotiation

Please consult us about special arrangements. It *may* be possible to negotiate different times.

### Dogs

Only fully trained Assistance Dogs are allowed on-site. Please let us know in advance if any of your party will need to bring their dog with them.

### Damage

You will be expected to pay for any damage caused by your group during your stay.

### When you've finished ...

We ask groups to maintain a high standard of cleaning on their departure.

Cleaning equipment and materials are provided. Please allow 1-2 hours for your final clean up.