

Application to use facilities at Grenville House



Name of organisation

Address

Party leader

Tel. No.

Fax No.

Internet/E-mail address

Arrival date

Time

Departure date

Time

Numbers :- Leaders :- M F

Group Members :- M F

Age range of group

Purpose of visit

Please indicate the activities you would like to do during your

- | | | |
|---|--|------------------------------------|
| Bespoke <input type="checkbox"/> | Kayaking <input type="checkbox"/> | Abseiling <input type="checkbox"/> |
| Raft building <input type="checkbox"/> | Canadian canoeing <input type="checkbox"/> | Climbing <input type="checkbox"/> |
| Problem solving <input type="checkbox"/> (Standard or Group Specific) | | Caving <input type="checkbox"/> |

The booking fee of £ is enclosed

Booking fee = 25% of expected charge

I confirm that I have read and understand the complete Booking Terms and Conditions as detailed on www.grenvillehouse.com.

Signed -
Print name -

Status

Date

Financial assistance may be available from the Charity on application to the Charity General Secretary

Registered Charity No: 1126509 Company Limited by Guarantee Registered in England and Wales No: 6679532
Registered Office: As above



Charging criteria for 2012 : residential and non-residential Conference facilities / Team building programmes

Price list

	No. of delegates	
	15 or less	16 or more
Daily use of rooms, lunch, tea and coffee (including use of visual aids) per delegate	£33.00	£31.00
Full board per delegate per day	£58.00	£55.00
Team building activity sessions (per group of 6 delegates per half day)	£250.00	£250.00

Summary of Booking Terms and Conditions

Group size The centre can accommodate up to 81 candidates in 3 dormitories and 4 small bedrooms.

Activities are planned on a 'session' basis and a normal 'working' group size of 1 instructor to 6 candidates.

Instructional staff for activities will be provided by Grenville House, except in special circumstances, when visiting staff with the 'appropriate' activity qualifications may wish to instruct their own groups. Such arrangements must be made in advance and evidence of qualification must be provided. A charge will be made to cover equipment use.

Extra - When additional services are required, other than those normally available, the full cost of these will be passed on to the group. Charges will be made for breakages/damage.

Catering Details of catering requirements can be made between our Housekeeper and the party leader. For groups choosing the catered option prior to your visit we require confirmation of **final numbers and any special dietary requirements at least one week before arrival.**

Insurance - All groups must be covered for third party claims and leaders' negligence. Grenville House cannot accept any responsibility for such claims, nor for any personal accidents or loss of property. Please ensure your insurers are informed of the activities that you intend to take part in.

Personal information - all individuals, including staff/leaders, must provide next of kin and relevant medical information prior to, or upon arrival. Grenville House Outdoor Education Centre consent forms are available if required.

Your programme of activities can be arranged through the Centre Manager

Arrival/Departure times - to be arranged.

To make a booking please follow the 3 steps below:-

1. Contact the Centre by phone, email or using the contact form to see if the dates you require are available.
 2. If your required dates are available you can make your '**Provisional Booking**' to reserve those dates.
 3. A '**Confirmed Booking**' is secured by returning the completed and signed booking form along with the appropriate deposit.
- All booking forms are available by downloading them from the list below or can be sent to you by post upon request.

Before confirming your booking please read the complete 'Booking Terms and Conditions' which can be found on the main menu of our website.

Please note that bookings can only be made from the 1st Monday in December for the next two years ahead.