

Whitemoor Lakes Day Booking Form Booking Form



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A facility of Action Centres UK Ltd, part of
Northamptonshire
Association of Youth Clubs. Charity Reg No. 803431.

Whitemoor Lakes
Barley Green Lane
Lichfield
Staffordshire
WS13 8QT

t: 01283 795000

e: enquiries@whitemoorlakes.org.uk

Contact Details

Name:	Event name:	
Address:		
Town:	County:	Postcode:
Tel (day):	Mobile:	Email:

Booking Details

Date of event (DD/MM/YYYY):	Arrival time:
Activity start time:	Departure time:
Total number participating in instructed activities:	
Total number NOT participating in instructed activities:	
Total number attending:	
Please provide details of any guests who may require assistance:	
Special dietary requirements:	

Group Requirements Additional costs will apply

Tea and Filter Coffee served in room	Yes ☐	No ☐				
Bacon / Breakfast Rolls to be served on arrival	Yes ☐	No ☐				
Lunch: Select menu	Yes ☐	No ☐	OR	Lakeside menu	Yes ☐	No ☐
AM: Cake / Biscuits	Yes ☐	No ☐	PM: Cake / Biscuits	Yes ☐	No ☐	
Presentation equipment: Projector ☐ Flip Charts ☐ PA System (for a small charge) ☐						

Payment and submission of your application

Day delegate rate: Half Day £3.00 inc / Full Day £5.40 inc

On behalf of the stated organisation, I hereby apply for the use of the Whitemoor Lakes Centre for the purposes stated and agree to observe the Centre's booking conditions and to meet the required charges.

Signed:	Printed:	Date:
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Please return this form to the above address with a non-returnable deposit of 50% of the total fee payable. Cheques should be made payable to: **Action Centres UK Ltd.** The balance payment is due **2** weeks before the date of the event.

[Submit Form](#)[Print Form](#)

Action Centres UK Day Booking Conditions

1. **VAT** is shown at the current rate of 20%. Any subsequent change in the rate will be adjusted in your final account.
2. **Charges:** Action Centres UK reserves the right to increase prices should any of our costs increase by more than 7½%. Any increase in charges will be notified in writing to those with provisional or confirmed bookings.
3. **Provisional Bookings:** Those which a Centre has accepted by telephone or in writing, will be held for fourteen (14) days only from the date of acceptance.
4. **Bookings:** A booking is only deemed as confirmed upon receipt of a completed and signed booking form.
5. **Deposits:** A deposit of 50% of the total fee payable will be invoiced and payment be acknowledged in writing by the Centre. All deposits are non-refundable.
6. **Cancellations:** In the event that the booking is cancelled or the numbers are reduced a charge will be made. Cancellation charges are as follows: 6 weeks or less prior to the visit- 50% payable, 4 weeks or less prior to the visit- 75% payable, 2 weeks or less prior- full fee payable.
7. **Invoices:** Invoices will be calculated on the basis of the total number booked or the total number attending, whichever is the greater. Final payment of account is due 2 weeks before the date of the event.
8. **No refunds** can be made in respect of meeting rooms vacated before the departure time, meals not taken or activities booked but not used.
9. **Photographs:** During your visit an official photographer may take photographs for inclusion in future Action Centres UK promotional material. We are quite happy to exclude any member of your group, please advise us in writing of their details.
10. **Liability:**
 - a) NAYC/Action Centres UK Ltd are covered for Public Liability and Employers Liability. Groups requiring personal cover are advised to contact their own insurance company.
 - b) Action Centres UK Ltd and its staff cannot accept liability for damage to, or loss of, personal property. Groups are advised not to bring personal items of value with them.
11. **Smoking/drinking:** Smoking is not permitted in any building and is only allowed in the allocated area. The consumption of alcohol is not allowed on site. The Centre will terminate the stay of any individual / group whose actions whilst under the influence of alcohol or drugs are having a negative impact on other guests or staff.
12. **Group Responsibilities:**
 - a) Group leaders are responsible for ensuring high standards of conduct within their groups. Centres reserve the right to ban any guests who persistently ignore the rules or act in a manner likely to affect the safety, comfort or well being of other guests or staff. In such circumstances no refunds will be given.
 - b) At all times the visiting group will be legally responsible in their role as loco parentis for all children especially those children subject to a court order or a 'child in need' plan or in care with a local authority.
 - c) ACUK Ltd expects groups to have at least one adult leader/teacher per 12 children, including males and females when the group is mixed.
 - d) Except on activities organised by ACUK Ltd staff, groups are the responsibility of their own leaders at all times.
 - e) It is the legal responsibility of groups whose programme includes an act of Christian worship to ensure they in possession of a current CCLI License. These can be obtained from CCLI by calling 01323 436100 or visiting www.ccli.co.uk.
13. **Damage:** A group is responsible for the cost of repairs for any damage caused to a Centre's equipment and/or property caused by members of that group.
14. **Sales:** No sales transactions may take place on Action Centres UK premises or sites without the written consent of the Management of the Centre concerned.
15. **Termination of bookings:** A Centre reserves the right to terminate any booking by groups failing to meet these conditions.
16. **Activities:** All activities are subject to availability and can be withdrawn or changed without notice.
17. **Action Centres UK Ltd.**, reserves the right to cancel a booking for whatever reason. In such a situation all monies paid to the Centre concerned will be refunded in full.

SPECIAL CONDITIONS (WHITEMOOR LAKES)

18. **Exclusive** use of the Centre's facilities for groups of 220 or more paying guests.
19. **Activity charges / sports facilities:** Please ask for separate leaflets detailing free and charged for instructed activities and facilities on site and off site. Sports facilities are offered on the strict understanding that adequate supervision is provided by the visiting group during their use. Centre staff will not be available for supervision of activities unless arranged and confirmed in writing in advance.
20. **Equipment:** Conference room equipment and sports equipment are available for a small rental charge to groups whose leaders will be responsible for the care and safe return of all equipment loaned to them. Any damage will be charged for.
21. **Quiet on site** policy is maintained for the sake of other users of the Centre and neighbours from 11.00 pm to 7.30 am. Also, meetings, concerts and parties are not permitted to continue beyond 11.00 pm without specific permission from the Management.
22. **Flood plain area:** Whitemoor Lakes is designated as being within a flood plain area. A comprehensive evacuation procedure is in place should the Centre ever receive notice of flood risk.
23. **Pets:** For the protection of livestock on adjacent farmland and the health and safety of other guests, no pets, animals and, in particular, dogs (except assistance dogs - but please advise the Management) are allowed on site.

July 2017

Data Protection Act. It is our intention to keep the information contained in this form on our computerised data base system. We will never pass this information onto third parties. If you have any objections to us doing so, would you please inform the Head of Centre in writing.