

Date Deposit received: \_\_\_\_\_  
Amount £ \_\_\_\_\_  
Outstanding Balance Received: \_\_\_\_\_  
Amount £ \_\_\_\_\_



Invoice No: \_\_\_\_\_  
Invoice No: \_\_\_\_\_

# Residential Booking Form - Secondary Schools

Name of group \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact No \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_ How did you hear about us \_\_\_\_\_

Dates booked: From \_\_\_\_\_ To \_\_\_\_\_

Time of Arrival \_\_\_\_\_ (after 11am) Time of Depart \_\_\_\_\_ (Before 2pm)

Which activities you would prefer to have included in your programme (*Please note*; these cannot be guaranteed and may have to be changed due to weather or other circumstances, but we will do our best to give you your preferences).

## Onsite Activities (2 per session)

Climbing wall	Abseiling	Leap of Faith
Zip Line	Archery	Tri-Stack
Initiative challenges	Centipede	Orienteering
Jacob's Ladder	Crate Stack	Team Games
High All Aboard	Inflatables	Rope Challenges

## Offsite Activities: (1 per session)

Hill Walking	Canoeing	Orienteering
Rock climbing/Abseiling	Kayaking	Nightline(only at night)
Stand Up Paddle Boarding	Surfing	Raft Building

Number of meals: Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_ Supper: \_\_\_\_\_

First meal: \_\_\_\_\_ Last meal: \_\_\_\_\_

Please reserve accommodation for: Males: \_\_\_\_\_ Females: \_\_\_\_\_

Male Leaders: \_\_\_\_\_ Female Leaders: \_\_\_\_\_ **TOTAL** \_\_\_\_\_

Room 1 - 6 persons

Room 4 - 2/3 persons

Room 2 - 6 persons

Room 5 - 2/3 persons

Room 3 - 6 persons

Room 6 - 16 persons

Do you have own transport? **Y/N** (for offsite activities) Age range \_\_\_\_\_

100 Carrowclare Rd, Limavady, Co.L/Derry BT49 9EB

Tel: 028 7776 3431

Email: [info@carrowmena.co.uk](mailto:info@carrowmena.co.uk)

Website: [www.carrowmena.co.uk](http://www.carrowmena.co.uk)

Price per person: \_\_\_\_\_ No in Group: \_\_\_\_\_ Price for group: \_\_\_\_\_

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Deposit Paid: (30% of total amount) \_\_\_\_\_ Date: \_\_\_\_\_

Outstanding Balance: (due 3 weeks before arrival date) Paid: \_\_\_\_\_ Date: \_\_\_\_\_

1 - What type of group will you be bringing to Carrowmena?

2 - What are the aims and objectives your group will have while at Carrowmena?

3 - Any special dietary requirements

### **Terms and conditions**

1 - Telephone bookings are only accepted as provisional. To BOOK Booking Form must be received & Deposit of 1/3 of the total amount must be paid to confirm booking.

2 - Outstanding balance **MUST** be paid 3 weeks prior to arrival date (unless arranged different) & numbers **MUST** be confirmed, number can be added to but not taken off.

3 - Deposit will be forfeited if booking is cancelled less than 4 weeks prior to arrival

4 - Bookings made within 3 weeks of the arrival date must be paid in full at the time of booking

5 - Booking forms received with no payment, then cancelled within 4 weeks will be invoiced for a £500 cancellation fee

6 - If booking cancelled by Carrowmena, full deposit will be refunded

7 - All damages and losses of centre property, other than fair wear and tear, must be paid for by party leader involved at the time of leaving

8 - Group Leaders/Teachers are responsible for all the groups medication and must ensure that this is in date during their residential

9 - I have read & understood Carrowmena's Guidance Notes

10 - Carrowmena take responsibility for groups during organised activity sessions ran by Carrowmena members of staff. Carrowmena take no responsibility for group participants when not on activity session therefore group leaders must take responsibility.

I have read and accept the terms and conditions & I enclose a deposit for 30% of the total amount (cheque's made payable to Carrowmena Centre)

Signed \_\_\_\_\_ Date \_\_\_\_\_

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