

Date Deposit received: _____
Amount £ _____
Outstanding Balance Received: _____
Amount £ _____



Invoice No: _____
Invoice No: _____

Residential Booking Form

Name of group _____ Contact Name _____

Contact No _____ Address _____

_____ Postcode _____

Email address _____ How did you hear about us _____

Dates booked: From _____ To _____

Time of Arrival _____ Time of Depart _____ (out of bedrooms @ 10am)

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).

Choose your activity sessions from the below options:

Onsite Activities

Climbing wall / Zip Line	Orienteering / Team Challenges
Bushcraft *NEW	Archery / Tri Stack
Jacob's Ladder / Crate Stack	Centipede / Leap of Faith

Offsite Activities:

Forest Skills/Water Adventure Day *NEW (equals 2 sessions)	Canoeing
Orienteering	Giant Stand Up Paddle Boarding
Rock Climbing/Abseiling (extra £10pp)	Forest Walk

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 2 – 6 persons

Room 3 – 6 persons

Room 4 – 2/3 persons

Room 5 – 2/3 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

Website: www.carrowmena.co.uk

Price per person: _____ No in Group: _____ Price for group: _____

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 _____