

BOOKING FROM - EARY CUSHLIN

NAME OF GROUP.....

PERSON IN CHARGE (OVER 21)

a) Position in organization.....

b) Address.....

c) e-mail address.....

d) Daytime Tel no Work.....

DATES OF BOOKING

FROM (time)..... On (date).....

TO (time).....On (date).....

CODE	VISIT DESCRIPTION		PRICE
EC01	Day Use 9.00 a.m. to 5.00 p.m.	Youth Group	£40-00
EC01(A)	Day Use 9.00 a.m. to 5.00 p.m.	Other Groups	£80-00
EC02	Overnight up to 24 hours	Youth Group	£80-00
EC02(A)	Overnight up to 24 hours	Other Groups	£160-00
EC03	Corporate rate	Youth Group	MIN £80-00 (plus £10 per person exclusive of trainers)
EC03(A)	Overnight use Friday or Saturday	Other Groups	£100-00
EC04	TT fortnight For use of the centre for up to 18 people with minimum stay of 7 days. This includes 20% deposit. The 20 % deposit is non-refundable and final amount is payable at least one month in advance. Only Youth groups/ Youth organisations registered with the Department of Education will be eligible for 'Youth rates'	Youth Group	£275-00

DEPOSIT £35.00 RECEIVED YES/ NO TELEPHONE BOOKING YES/ NO

A **non- refundable** deposit of £35-00 is required when making a booking. This should be paid within 7 days of receiving booking form and accompany the form when sent to our office. **This deposit will confirm your booking.** In the event of a cancellation, this deposit will be forfeited unless an alternative booking occupies the period cancelled. The deposit will be deducted from the final payment

FEES: Cheques should be made payable to *Eary Cushlin Management Committee*

I have read the information provided and agree to abide by the conditions per the use of Eary Cushlin Outdoor Adventure Centre

Signed:

CONDITIONS OF BOOKING

- a) Gate at the entrance to Eary Cushlin should be kept locked
- b) Fires must not be lit, nor tents erected on the grounds of Eary Cushlin
- c) Coal may be used on the open fire in the Lounge.
- d) Groups must have at least one responsible adult over 21 years of age, per 10 young people, in charge at all times when in residence.
- e) Instructions as to the usage of the Centre are on the Notice Board, and must be adhered to.
- f) The centre must be left clean and tidy. All rubbish must be taken away on departure– not left at the Centre. Failure in either respect will result in a cleaning charge of not less than £25-00 being applied to the final assessment.
- g) Groups using the Centre must ensure that they have sufficient insurance cover
- h) All breakage and damage must be reported and when returning the keys
- i) All Groups must take their own First Aid kit
- j) There is no smoking within the building
- k) There is a no alcohol policy at the site
- l) Bedding e.g. sheets, pillows, sleeping bags is not provided.

The Department of Education current ‘Policy for all off site Activities’ must be observed by all groups operating under the auspices of the Department. This policy is strongly recommended to all users on the basis of health, safety and the environment considerations. Copies of the policy are available from the Youth Office, telephone 686057.

IMPORTANT INFORMATION

Please contact Paul Young at least a week before visit if possible, to arrange collection of keys and to cover the induction procedure. Paul’s contact numbers are 01624 853711 (Ardwhallan) and 07624 478939 (mobile). Paul is often off site in areas with no signal so – keep trying!!

Paul’s Time – If you require an instructor/ any activities during your stay, please contact Paul to arrange this, **ONCE YOUR BOOKING HAS BEEN CONFIRMED**

The booking form & deposit when completed should be returned to:

Jane Duke
Youth Office
St Georges Court
UPPER CHURCH STREET
DOUGLAS
IM1 1EE
Telephone: 01624 686057
Or: 07624 686060
e-mail: j.duke@doe.sch.im