



St Mark's College

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residential booking

Name of organisation

Booking type Adult School Youth Charity? (Please tick which apply)

Date From To

Arrival time (approx) Departure time (approx)

Description of event

Name of group leader

Address

Postcode

Telephone Email

Approximate numbers Children Young people Adults Total

Final no 15 days before event Age 6 and under

Age 7 to 17

Including leaders

Catering

First meal required Breakfast Lunch Dinner (Please tick)

Last meal required Breakfast Lunch Dinner Packed Lunch

Cooked breakfast required? Yes No (Additional charge per head)

Premier menu required? Yes No (Adult groups only - price on application)

Special dietary requirements (vegetarians, allergies etc) must be notified at least 15 days in advance of your stay.

Facilities

Activities (staff run) Projectiles Military Big games Circus Crafts

Initiative games Low ropes Night walk Orienteering Treasure hunt

Drum workshop DJ workshop Trail bikes

Activities prices are as per the enclosed leaflet. All are subject to availability. Timings must be agreed 15 days in advance.

Video projector Disco equipment Laptops OHP Keyboard

Access required to: Abbey Barn (Day) River Barn (Day) £20 per day

You must provide us with a copy of your planned programme 15 days before your visit. This can be emailed to the office.

Please return this form to St Mark's College enclosing your non-returnable booking deposit of £150 (plus Abbey Barn and/or River Barn booking fee if applicable). Your booking can only be accepted if this form is signed overleaf.

Please indicate how you would like to receive your booking confirmation. Post Email

Office use

Deposit received £ _____ Date _____

First stage invoice £ _____ Due _____ Invoice no _____ Date _____ Received _____

Second stage invoice £ _____ Due _____ Invoice no _____ Date _____ Received _____

Final invoice £ _____ Due _____ Invoice no _____ Date _____ Received _____



booking conditions

Provisional bookings must be made by telephone and will be held for 21 days from the issue of the booking form. All bookings will be regarded as provisional until this completed and signed booking form is received by St Mark's together with your non-returnable deposit as shown on the front of this form. Once received the booking is confirmed and the booking conditions set out below will apply.

Charges

Charges are set out on the accompanying sheet. If unsure please contact St Mark's Administrator who will be pleased to assist you.

Times

- Weekend bookings run from 6pm on Friday night to 3:30pm on Sunday afternoon. These times may be amended by prior arrangement.
- Mid-week booking arrival and departure times are by arrangement.
- Meal times are as per the Information Pack and can only be amended in exceptional circumstances by prior arrangement.
- All groups must change their bed linen and vacate their rooms by 10am on their final day to allow for cleaning.

Payment terms

Charges are payable in two staged payments prior to your visit for which you will be invoiced in two stages, 75 and 45 days before your visit. A final balancing invoice is payable immediately after your visit. The final invoice will be based on the numbers provided on the Registration Form which must be returned to us at least 15 days before your visit.

Invoices must be paid within 14 days of issue. Cheques should be made payable to **The College of St Mark**

Cancellation

The following charges apply to residential groups after a booking is confirmed (for *late bookings* see below)

Up to 30 days after booking	Loss of deposit (£150)
120 - 60 days before visit	40% of total cost
59 - 30 days before visit	70% of total cost
Less than 30 days before visit	Full amount

These costs will be calculated on the minimum occupancy rate of 18 young people or 17 adults. If we are able to arrange another booking for the cancelled date payments will be refunded less an administration charge.

The following charges apply to bookings of spaces after a booking is confirmed (for *late bookings* see below)

Up to 1 month before booking	Loss of deposit (£25)
1 month to 10 days before visit	50% of total cost
Less than 5 days before visit	Full amount

Cancellation by St Mark's

In the unlikely event of it being necessary for us to cancel your booking due to circumstances beyond our control (eg flood, storm damage, fire etc) we will endeavor to offer you an alternative date or will offer a full refund. In the event of cancellation St Mark's accepts no further liability, financial or otherwise, beyond the refund of deposits and other payments made.

Late bookings

For residential bookings confirmed less than 90 days before the visit the booking form must be accompanied by a non-refundable deposit of £700. Where time permits one other pre-payment will be invoiced with the balance invoiced immediately after your visit.

For space bookings confirmed less than 10 days before the visit the booking form must be accompanied by a non-refundable deposit of 50% of the total cost of the hire.

Set up and pack down

Unless otherwise agreed (with potential additional charge) the spaces you hire from us will require set up (chairs, tables etc) unless we are providing you with a main meal when your dining area will be set up for you. All areas should be left in the condition in which you found them. An additional charge may be levied in your final invoice where additional cleaning or labour is required to reinstate the space you have used to its original condition.

Insurance

Our insurance does not cover groups during trips and expeditions away from the premises. Additional insurance is the responsibility of group leaders. St Mark's has third party liability insurance of £10m. We do not provide insurance for personal accident, loss or damage to property or cancellation.

Allocation of facilities

St Mark's reserves the right to allocate facilities as appropriate.

Health & safety, consent & responsibility for minors

We strongly advise that a health form be completed for each member of the group. A sample is included in your information pack. Unless instructed otherwise by the party leader it is assumed that all participants may take part in any of the activities on offer.

St Mark's staff accept responsibility for the safety of all participants (especially minors) only whilst participating in supervised activity sessions. Anyone who refuses to accept instructions or refuses to take part in an activity will automatically become the responsibility of the accompanying adults. We expect a responsible adult to remain on site with the group for the duration of the visit. Other than in the circumstances described minors remain the responsibility of the accompanying adults.

Some of our activities by nature carry an element of risk of injury or death. All persons that agree to take part in activities at St Mark's do so at acceptance of that risk. It is the responsibility of the party leader to ensure that all party members understand and accept the risks involved and that, in the case of minors, parental permission has been obtained for their participation.

I (print name) _____ have read and accept the booking conditions above. I further confirm that I am authorised to sign on behalf of the organisation for whom I am making the booking.

Signed _____ Date _____