

CAMPBELL ROOM BOOKING FORM

Please complete, sign and return this form to confirm your booking. All facility hire is subject to our terms and conditions, which are included with this form. By completing and returning this booking form you have agreed to our terms and conditions.

Please note that bookings will only be held for 5 working days, bookings are only confirmed upon the return of this form and confirmation email from YMCA.

Name of Group:			
Address of Organisation/ Hirer if individual:			
Booking date(s):		Arrival time:	
		Departure Time:	
Number of persons attending:	Adults:		Juniors:
Name of Party Leader:			
Qualifications Held:			
Contact Number:		Email:	
Scout and Guide Groups:			
Division:		County:	

PRICING STRUCTURE

Standard Bookings

- Day Rate (Singular) – Hire any time between 0900 – 1600; £50
- Day Rate (Weekly) – Daily hire from Monday through to Friday; £200
- Overnight Rate (Singular) – 0900 – 0830; £120
- Overnight Rate (Weekly) – Overnight hire from Monday through to Friday; £400
- Weekend Hire – Friday 1500 – Sunday 1400; £250
- Full Week Rate (Friday-Friday or Monday-Monday) £500
- We may offer a special rate to working parties – Please contact us for details

Other Charges

- Breakages must be paid for!

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

RESPONSIBILITIES

Fire Safety Requirements

- Detailed fire safety notices are displayed at either end of the main hall. It is essential that they are read and fully understood by all guests.
- Please ensure that all outside doors are unlocked for the duration of your stay. These can be secured by the sliding bolts upon the doors.
- Smoking is not permitted anywhere onsite. We would ask guests to smoke off site at the front of the building.
- Strictly no candles or night lights are to be used inside the building.
- Deep fat fryers are prohibited.

The Party Leader is responsible for ensuring that these requirements are implemented.

Insurance Requirements

- It is essential that the party leader arranges insurance to cover all members of their party, unless already covered by group insurance.
- Recognised organisations may already have annual insurance that covers the members of the group. This must be verified by the party leader, who is responsible for obtaining insurance for any members of the group not covered by such insurance.

Cleaning Requirements

- To keep our costs down we do not employ a cleaner. We therefore rely on you to leave the centre as you would wish to find it.

Cancellation:

Should your booking day be cancelled, the following policy will be applied:

- Notice served 10 or less working days prior = 100% of total booking
- Notice served less than 20 working days prior = 50% of total booking
- Notice served 20 or more working days prior = 100% of total booking, minus a £30 administration charge
- YMCA reserve the right to cancel your booking due to exceptional and unforeseen circumstances, in this instance we will offer to you future dates where possible.

Invoicing Details:

Name of Organisation/Hirer:		Booking Contact:	
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Invoice Address:		Purchase Order No./Invoice ref:	
Invoice email:		Invoice Tel:	
Hire Period: (Please tick ✓)	One off:	Quarter One:	Quarter Two:

Declaration:

- I can confirm that I have read, and will implement the fire safety requirements printed above.
- I confirm that I will arrange insurance for all members of my group (unless already covered by annual group insurance)
- I realise that the centre must be left in a clean and tidy condition, ready for the next group.
- I confirm that a "Permission to Camp form (Guides) / Nights Away Notification (Scouts) will be sent to my Advisor / Commissioner well in advance of my camp dates.
- I confirm that balance of account will be paid as per the payment terms of the invoice (to be paid in arrears)

Signed:	
Date:	

Please return completed form to: bookings@ymca-dg.org or alternatively post to:

The Attention of; Bookings Coordinator, YMCA Dulverton Group, George Williams Centre, Bridgwater, Somerset, TA6 3RF.