

Booking Form 2020

Please complete and return this form once dates have been provisionally booked

Vauxhall
Christian Trust

CONTACT INFORMATION

Organisation/group: _____

Address: _____

Booking contact: _____

Contact numbers: _____

Email address: _____

Group leader(s) on site (if different): _____

Contact numbers: _____

Email address: _____

BOOKING DETAILS

Dates from: _____ to: _____

Number of nights: _____

Estimated chargeable numbers attending event: _____ Minimum group size*: _____

Approximate times:

Set up team arriving from _____ : _____ Main group arriving from _____ : _____

Main group departing by _____ : _____ Pack down team departing by _____ : _____

PAYMENT ARRANGEMENTS

20% of total estimated cost is payable with your initial booking, together with the £100 security deposit. 55% must be paid at least one week before arrival. The balance will be calculated on final numbers attending the site or minimum group size and paid within seven days of departure.

Discounts for large groups: the overnight rate is discounted for the 81st person and above.

<i>No charge for children under 5 years old</i>	Estimated Nos.	Rate per person, per night	Nights	Total payable	20% deposit
Campers (person number 1 to person 80)		£12.50		£	£
Campers (person number 81 and above)		£10.00		£	£
Day Visitors (staying over 2 hours)		£ 6.50 per person, per day	n/a	£	£
Security deposit**					£ 100.00
Additional deposit***					£
Total payable to secure booking (total of all boxes above)					£

** Security deposit will be returned within 14 days of the campsite being left clean, tidy and with no damage. The cost of any damage will be deducted from the deposit and the remainder will be returned.

*** Additional deposit is **optional** but would really help us with cash flow at the beginning of 2020

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Please pay by bank transfer:

Name on Account: Vauxhall Christian Trust | Sort code: 20-44-51 | Account No: 53671097
or: make cheques payable to: Vauxhall Christian Trust

CONDITIONS OF BOOKING

- I agree to strictly observe your instructions and rules for use of the site and in particular I accept full responsibility for:
- a) arranging public liability insurance
 - b) DBS checks to be completed for anyone working with children
 - c) assigning first aider(s) with up to date training
 - d) making sure at least one member of the kitchen team has a current food hygiene certificate
 - e) the good behaviour of my group
 - f) the strict observance of your non-smoking rule
 - g) leaving the site in a clean and tidy condition
- I have read the VCT Child Protection Policy

Name: _____

Signature: _____

Date: ____ / ____ / ____

On behalf of: _____

Group last visited VCT (year): _____

* Minimum group size:

Unless agreed otherwise summer peak weekends/weeks require a minimum paid group size of 50 overnight campers (for example you will need to pay for 50 even if you only have 45 overnight campers). Bookings in March, April, September (after school summer holiday dates) or October require a minimum paid group size of 25 and other weekends and weeks during the season have a minimum paid group size of 30.

Special prices for LOW SEASON:

If you would like to book during March, April, September (after Suffolk school summer holiday dates) or October we are offering a lower price and lower minimum numbers.

Year:	2020				
Month	Minimum Numbers	DAY visitor rate (pppd)	OVERNIGHT rate (pppn) person number 1 - 80	person number 81 +	Note:
MAR	25	£4.00	£10.00	£7.50	<i>pppd = per person per day</i> <i>pppn = per person per night</i>
APR	25				
MAY	30				
JUN	30	£6.50	£12.50	£10.00	
JUL	50				
AUG	50				
SEP	25	£4.00	£10.00	£7.50	
OCT	25				

Cancellations:

We hope that your booking goes ahead successfully as planned, but in the event of a cancellation with less than 6 months notice we may have to ask you to pay the loss of revenue that Vauxhall Christian Trust sustains, unless the cancelled dates are filled. Cancellation within 4 months will normally require full payment for the minimum number stated for your booking. The 20% initial deposit is non-returnable should the booking be cancelled at any time.

Please email completed forms to andrew@vauxhallchristiantrust.com if paying by bank transfer or post forms & cheques to Andrew Horrex, 1 Elm Lane, Capel St Mary, Ipswich, Suffolk IP9 2HS