



Noah's Ark Children's Venture
 Macaroni Wood
 Eastleach
 Cirencester
 Glos GL7 3NF

Registered Charity No: 1061676

Centre Managers - Richard and Liz Wilkinson
www.macaroniwood.org.uk
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 Tel: 01367 850356

BOOKING FORM

BAZLEY HOUSE

Non Lewisham Organisations

Name of organisation						
Telephone No						
Address						
Contact person's name, telephone no, mobile phone no and e-mail						
Position in organisation						
Dates required		From:			To:	
Total no in group		0 – 5 years	5 – 10 years	10 – 16 years	16 – 21 years	21 +
Who will be responsible for paying the invoice for your residential visit. Please give contact details.						
Please give a brief description of the aims and objectives of your organisation and it's role in terms of the clients it will bring to Macaroni Wood on the residential visit. If this is incorporated in an annual report then please send us a copy.						

Have you used the centre before and if not, how did you hear of our organisation?		
What is the purpose of your visit to the Centre and how will the residential be of benefit to your group?		
Please enclose a brief outline of the activities you are planning to undertake during your stay.		
<p>It is a great help in planning changeovers if you could give a reasonable estimate of your time of arrival and departure.</p> <p>If your time of arrival is likely to change substantially on the day, can you please telephone the Centre on route if necessary to keep us informed.</p>		
<p>BOOKING INFORMATION</p> <p>Accommodation charges for non-Lewisham organisations are £15.00 per person per night. Telephone reservations cannot be confirmed until we receive your booking form with a 50% deposit of the total accommodation costs. There is a minimum charge for 14 people. We reserve the right to retain deposits if bookings are cancelled within 4 weeks of the due date of your residential.</p> <p>If you are arriving on a Friday for a weekend booking you cannot arrive before 4 pm as Friday is a changeover day and groups often do not leave until lunchtime. Similarly, if you are leaving on Friday please try and leave before 1pm.</p> <p>N.B If you want to use our minibus then you must apply to be a member of NACV. Ask Richard or Liz for details.</p>		
<p>I have read the Health and Safety Manual of Noah's Ark Children's Venture (available on our web site) and fully understand and accept the issues raised in this document. I can confirm that our organisation has a public liability policy and, where applicable, we have obtained parental consent forms for all activities. I enclose the appropriate deposit for my residential visit.</p> <p>Signed Position Date</p>		
<p>CHARGES</p> <p>Bikes & Games room</p>	<p>£25 per week end residential visit £50 per week (4 nights and over) residential visit</p>	
<p>Laundry charge</p>	<p>£1.00 per person</p>	
<p>Recycling charge</p>	<p>£5.00</p>	
<p>Office use only :</p>	<p>Date form received:</p>	<p>Deposit received:</p>