



Residential Booking Request Form

Return completed forms to

Oaklands OEC, Capel Garmon Rd, Llanrwst, Conwy, LL26 0RB

Fax: 01690 710 420 or Email: oaklands@wirral.gov.uk

School/Group/Organisation

Name of Organiser/Leader

Address:

Post Code

Telephone Number:

Fax:

Email:

Please tick your choice of course...

Full Week - Monday to Friday

Half Week: Monday to Wednesday (1pm)

Evening Activities*

Half Week: Wednesday (12pm) to Friday

*Full week courses with 3 activity groups or more may opt for 2 evening activities, 2 activity groups 1 evening activity at no additional cost in exchange for running an on-site activity on Friday morning. There is an additional cost for evening activities for all other courses

Both parts of a Half Week (Mon-Weds & Weds - Fri)

Please tick here if you would like this option

Weekend - Friday evening (7pm) to Sunday

Transport...

Would you like us to arrange transport to and from the Centre for you? Yes No

If booking your own transport please note the arrival and departure times under our booking conditions. The Centre may not be available to your group (particularly Wednesday cross-over days) if you arrive early.

Please indicate the dates you'd like to book...

First Choice	From	Day	Month	Year	To	Day	Month	Year
Second Choice	From	Day	Month	Year	To	Day	Month	Year
Third Choice	From	Day	Month	Year	To	Day	Month	Year

Please indicate your group numbers and age...

Please note that **each group must not exceed 12** and **must include at least one** participating adult.

Number of activity groups: <small>(min-max numbers):</small>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	Age range: Approx age or year group is fine...
	9-12		13-24		25-36		

About your course...

Do you have any specific aims for your course? _____

Does your group have any special or educational needs? _____

Do you have any other information/requests relevant to your course? _____

Please sign to confirm you have read the booking conditions on the back of this page

Signed

Date



Booking Procedure and Conditions

Stage One

- Check availability online at: www.oaklands-centre.co.uk or contact the Centre to enquire about availability T: 01690 710 500 E: oaklands@wirral.gov.uk

Stage Two

- Please complete and return this **Booking Request Form** to Oaklands with as much information as possible, including alternative dates if possible. When completing this form please note...
 - Providing an email address will speed up communications
 - Bookings are based on the number of Activity Groups your course will operate with
 - Activity Groups must not exceed 12 and must include at least one participating adult
 - Minimum numbers for activity groups are 9 (or 8 for Special Schools). We must charge for the minimum group size (i.e. 9, 18, or 27, or 8, 16 or 24 for Special Schools) even if your group is smaller
 - Please let us know your course aims; such as Outdoor and Adventurous Activities, personal challenge, team work, fun! (rather than specific activity requests), if you'd like evening activities (free option for full week courses) and any other details appropriate to your group
 - Exclusive use of the Centre can only be guaranteed with 3 activity groups
 - At peak times larger groups will receive priority over bookings
 - Please note the time of arrival and departure for all courses, particularly when booking your own transport to the Centre

Stage Three

- We'll send you a **Course Confirmation and Deposit Request Form** outlining your course details. Please check carefully that the details of your course are correct. It is imperative that you check, sign and return this form **within 14 days, together with the appropriate deposit**, to retain your booking. **Deposits are non-refundable**

Stage Four

- On receipt of your deposit we'll send you a **Course Detail and Deposit Receipt** with your full course details, information on consent forms, room lists, and what to bring
- Any changes to your course must be received in writing (emails fine) **within 90 days of your course**
- About 2 weeks prior to your course we'll contact you to discuss your group and specific aims

After your course we'll send you an invoice (internal charge form for all Wirral Groups) for the number of students who attended, less your deposit, plus any additional costs (e.g. Records of Achievements, lost equipment etc.)

Payment will be due to the Metropolitan Borough of Wirral within 14 days of the invoice date

Arrival/Departure times

If booking your own transport please ensure your arrival and departure times are arranged as follows, as the Centre will not be available to you at other times

Week Courses (Mon-Fri): Arrive 10-11am Monday. Depart by 2:30pm Friday

Weekend Courses: Arrive between 7pm-8pm Friday. Depart by 4pm Sunday

Half Week (Mon-Weds): Arrive 10-11am Monday. **Depart 1pm Wednesday**

Half Week (Weds-Fri): **Arrive 12pm Wednesday.** Depart by 2:30pm Friday

Full Week Split Options

If you're not swapping staff on the Wednesday cross-over day your staff can accompany your groups to and from school, by arranging your transport as follows

Group one: Arrive 10:30am Monday. Depart 11:30am Wednesday

Group two: Arrive 3:30 pm Wednesday. Depart 2pm Friday