

Booking Form

Bibbys Farm Scout Camp Site & Activity Centre

Charnock Back Lane
 Heath Charnock
 Chorley PR6 9DL
 Tel: 0300 20 10 077

e-mail: booking.office@bibbysfarm.org.uk

Website: www.bibbysfarm.org.uk



For Accommodation, Camping or Day Visits

Please return this form to the booking office along with a 25% deposit plus a signed copy of our Health & Safety Form to make this a confirmed booking

Your Name:	Daytime Phone:
Group Name:	Evening Phone:
Address:	Mobile Phone:
Postcode:	
E-mail Address:	

Booking Detail:

Arrival Date:	Approx. Arrival Time:	AM/PM
Departure Date:	Approx. Departure Time:	AM/PM

Accommodation Barn: *(See web site or brochure for detailed explanation of building configuration and options)*

Downstairs Canteen/Kitchen <input type="checkbox"/> Plus Bedrooms 6 & 7 <input type="checkbox"/> Plus Bedrooms 4 & 5 <input type="checkbox"/> Plus Bedrooms 1, 2 & 3 <input type="checkbox"/>	Upstairs Canteen/Kitchen <input type="checkbox"/> Plus Bedrooms 1,2 & 3 <input type="checkbox"/> Plus Bedrooms 4 & 5 <input type="checkbox"/> Plus Bedrooms 6 & 7 <input type="checkbox"/>	Entire Building <input type="checkbox"/> Tick if booking includes people with reduced mobility <input type="checkbox"/>
Total Number of Adults:	Total Number of Young People:	

Camping:

Number of Adults:	Number of Young People:
Preferred Pitch : 1st Choice <input type="text"/> 2nd Choice <input type="text"/> 3rd Choice <input type="text"/>	Comments <input type="text"/>

Day Visit:

No. of Adults:	No. of Young People:
Full Day Visit (Over 5 Hours) <input type="checkbox"/>	Part Day Visit (Less than 5 Hours) <input type="checkbox"/>

Additional Comments:

Booking Terms & Conditions and Essential Information

- For overnight bookings access to the accommodation barn will be given from **6pm** on the day of arrival. The building must be vacated by **5pm** on the day of departure. Other times available by prior arrangement.
- The hirer of the building must provide adequate supervision of young people at all times.
- The hirer shall be liable for payment of all charges arising from damage to, or loss of, property and /or equipment as a result of the occupancy of the building. The decision of Bolton Scout Trust shall be final and binding.
- Any damage or loss must be reported to the Centre Manager as soon as it occurs or is discovered.
- Every care must be taken when using equipment belonging to Bibbys Farm. **If any doubt exists as to the operation of any item of equipment please ask the Centre Staff for advice.**
- All groups are asked to take care to conserve water, electricity, gas and heating oil.
- All groups MUST observe the Site Rules and Regulations, copies of which are available on the web site or collected from the site office.
- Boiler rooms, electricity cupboards and fuse boxes are out of bounds to all members of the hiring party. Any defects in the heating system, electrics etc. must be reported to the Centre Staff. Contact no. on office door.
- Prior to any building or campsite being vacated, the leader of the hiring party will:
 - Advise the Centre Staff of their intended departure time and invite them to inspect the building and/or campsite before departure.
 - Ensure the building is thoroughly cleaned in accordance with the information detailed on the sheet displayed in the building, further copies of which can be obtained from reception. Suitable cleaning equipment and materials can be provided.
 - Where a building or camping pitch needs to be cleaned significantly before re-letting, a cleaning surcharge will be made.
- The person in charge of any party using the facilities for the purpose of a Beaver sleepover, Pack holiday, Cub Scout camp or Scout/Explorer Scout camp must hold the appropriate Scout Nights Away Permit
- Submission of a booking form either by hard copy or via the on-line form creates a “Provisional Booking” which will be held for a period of up to two weeks. Payment of a 25% deposit and submission of a signed Health & Safety Form will convert this to a “Confirmed Booking”
- Where a booking is cancelled less than a month before it is due to take place, the deposit will be forfeited. Where this is for the accommodation barn, it may be refunded if we can re-let the building. When we can, we may offer to retain the deposit for a future booking if circumstances dictate.
- By submitting a booking, you agree that we may retain your contact details for future marketing purposes. All marketing includes the ability to opt-out or you can do so by informing the booking office directly.
- Photography - We reserve the right to take and use for marketing purposes still photographs and video footage. We would ask Groups to inform us if any young people should NOT appear in our publicity materials and we will happily comply with those wishes.
- Where specific campsites are requested we will do our best to ensure that these are allocated to you but no guarantee of this can be given.
- Where Groups are undertaking walks or hikes locally, we urge everyone to abide by the Country Code and to respect our neighbour’s property and privacy at all times.

Payments

Payment of deposits or account balances can be paid in a number of ways:

- Cash—In person on-site (Don’t send cash through the post please)
- Cheque—Payable to “**Bibbys Farm Ltd**”
- Via PayPal to “**payments@bibbysfarm.org.uk**”
- BACS payment to:
 - Sort Code: **20-10-71**
 - Account No: **40197491**
 - Account Name: Bibbys Farm Ltd

Safeguarding

- **IMPLEMENTATION OF THE SCOUT ASSOCIATION’S “YOUNG PEOPLE FIRST” CHILD PROTECTION POLICY AT BIBBYS FARM.**
- **Separate sleeping accommodation is required for YOUNG PEOPLE, ADULTS and YOUNG LEADERS.**
- **All Adults need to be aware of the policy and all Scouters should carry their yellow card at all times.**
- **All Adults should observe the Policy when booking accommodation.**
- **All Adults must make bookings rather than just turn up to ensure the correct level of accommodation is available.**
- **Any Adult bringing any members of his or her own family is completely responsible for them. Neither the Scout Association nor Bibbys Farm Limited has any responsibility for them.**