

# Terms & Conditions

Revised January 2015

## 1. HIRE COSTS & CHARGES

Charges for 2015 will be at the rate of £180 per night. This rate is calculated on a Minimum 15 people and agreed with the Trustees and will be sole occupancy. Please note there are additional charges for the cost of electricity and heating (£1 coins are required for the meters in the kitchen cupboard and the central heating). During the winter months the heating is timed to come on at set times during the day for a minimum period and you will need to top this up.

## 2. NUMBER OF GUESTS

The Centre can accommodate up to 28 persons. Under no circumstances can additional people be accommodated in the Centre.

## 3. DEPOSIT & CANCELLATION ARRANGEMENTS

Each booking should be accompanied by a deposit of £100 for a mid-week (Monday to Friday) booking, or £50 for a weekend booking. In the event of cancellation at short notice the deposit can only be returned if the Centre can later be re-let. If a booking is cancelled less than 6 weeks before the date of arrival and the Centre cannot be re-let then the hirer will be liable to incur a charge of 50% of the minimum charge due. **CANCELLATIONS MUST BE IN WRITING** to the Booking Secretary, and you must seek confirmation that this has been received. We would recommend this is done by email.

Cheques should be made payable to 'Langton Adventure Centre' and sent to:

**Mr Chris Richardson** (Booking Secretary)

9 Westhorpe

Southwell

Nottinghamshire

NG25 0ND

## 4. BOOKINGS & PAYMENTS

You may now also make enquires via our website address [www.langtoncentre.co.uk](http://www.langtoncentre.co.uk) but this must be followed up with a booking form and deposit as soon as the dates have been confirmed by the Booking Secretary. Further details will be sent with confirmation of booking (by email if possible). Leaders should confirm the booking with final numbers and date and times of arrival no later than one month prior to the date of hire. The balance of hire charges should be paid no later than one week after your group's visit. Please do not assume your booking is confirmed until you have this in writing.

New Groups may be asked to provide a reference to determine suitability in line with the aims of the Charity. Full payment will be in advance and an additional deposit may be required which will be returned after the centre has been inspected and the trustees are satisfied that the centre has been left to the standard expected.

## **5. LEADERS**

Leaders should be quite clear about their responsibilities whilst on the premises for the care of the property and members of their group. A separate guidance booklet for leaders will be sent with your confirmation of booking. The trustees recommend that Risk Assessments are carried out for all groups, but in particular for younger groups. If you need any assistance with this please ask, although it must be clear that risk assessments and child protection matters are the responsibility of each group and not the trustees. Leaders should also bring their own first aid kits and ensure they bring a suitably qualified first aider with them.

Accidents should be reported to the Managing Trustee as soon as possible either during or immediately after your visit (Details per note 9).

## **6. NO SMOKING POLICY**

The Centre has operated a strict No-Smoking policy but as from 1st July 2007 this has now become law. The trustees reserve the right to refuse future bookings from groups if they are found to have abused this policy.

## **7. MISUSE OF THE CENTRE**

Whilst the trustees wish you to enjoy your stay it is asked that leaders ensure that appropriate behaviour is exercised and the trustees expect that groups will be considerate to the local community whilst using the centre and also to ensure that the noise level is not excessive between the hours of 11:00pm and 7:00am.

## **8. DEPARTURE**

Groups are asked to depart no later than 10:30 am on the day. It may be possible to negotiate this time or store bags in the games room at the group's own risk. Please let us know your intentions when you return the booking form.

## **9. QUESTIONS**

General enquiries and queries regarding the cleanliness and maintenance of the centre should be addressed to:

**Mr David Rodgers** (Managing Trustee)

39 Kingswell Road

Arnold

Nottingham

NG5 6NP

**T.** 01159 531 654

**M.** 07804 793 615

**E.** [stay@langtoncentre.co.uk](mailto:stay@langtoncentre.co.uk)