



TERMS & CONDITIONS

Revised July 2023

1. COSTS & CHARGES

Charges for 2023 will be at the rate of £200 per night for the full centre. This rate is calculated on a minimum 15 guests, sole occupancy as agreed by the trustees. Please note there are additional charges for the cost of electricity and heating (£1 coins are required for the meters). During winter months, the heating is set to come on at set times during the day for a minimum period. You will need to top this up.

2. NUMBER OF GUESTS

The centre can accommodate up to 28 guests. Under no circumstances should more than 28 people be accommodated in the centre or on its grounds.

3. BOOKINGS

Bookings are only complete once the availability of dates have been confirmed by our booking secretary, and a complete booking form and deposit received. **Please do not assume your booking is confirmed until you have this in writing.** Leaders should confirm final numbers, dates and times of arrival no later than one month prior to the date of hire.

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

4. DEPOSIT & PAYMENTS

Each booking requires a deposit of £100 for mid-week stays (Monday to Friday) or £50 for weekends. The balance of hire charges should be paid no later than one week after your visit. Payments can be made by bank transfer (BACS) or cheque. Details on how to pay by BACS will be provided by our booking secretary. Cheques should be made payable to 'Langton Adventure Centre' and sent to:

Mr Ian Sanderson (Booking Secretary)

6 BF3 Kings Road, Edinburgh, EH15 1EA

5. CANCELLATIONS

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 recommend this is done by email.

6. LEADERS

Leaders should be clear about their responsibilities whilst on the premises for the care of the property and the 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, especially 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. Groups should include a suitably qualified first aider and bring their own first aid equipment with them. Accidents should be reported to the managing trustee as soon as possible either during or immediately after your visit (see point 9).

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

7. NO SMOKING POLICY

The centre operates a strict no-smoking policy. The trustees reserve the right to refuse future bookings from groups if they are found to have abused this policy.

8. DEPARTURE

Groups are asked to leave the centre no later than 12:00 pm unless otherwise agreed. It may be possible to negotiate this time or store bags in the games room at the groups own risk. Please let us know your intentions when you return your booking form. Groups are responsible for fully cleaning the centre at the end of their stay in preparation for the next groups arrival. A checklist will be provided.

9. QUESTIONS

General enquiries 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