

**CLIENT DETAILS**

NAME	GROUP/ORGANISATION:
ADDRESS:	
CONTACT NO:	EMAIL:

**WHAT WOULD YOU LIKE TO BOOK?**

SELF CATERED ACCOMMODATION (please circle)	ALLANDER CHALET (60)	KYLE CABIN (38)	PROVIDORE (30)
	CARAVAN	BOTHY	
CAMPING	No:	PREFERRED SITE:	
DAY VISITORS	No:		
MIDWEEK RESIDENTIAL PACKAGE	No Participants:	No Leaders:	
MIDWEEK ACTIVITY DAY VISIT	No Participants:	No Leaders:	

**WHEN WOULD YOU LIKE TO BOOK?**

ARRIVAL DATE:	ARRIVAL TIME:
DEPARTURE DATE:	DEPARTURE TIME:

**ON SITE ACTIVITIES** (please tell us how many participants and circle your choices)

<b>No of Participants:</b>	PLEASE INCLUDE YOUR PROGRAMME OR INFORM US OF ANY SPECIAL REQUIREMENTS			
SHOOTING (RIFLE)	SHOOTING (INC PISTOL)	ARCHERY	INDOOR CLIMBING	CRATE CLIMBING
ORIENTEERING	TEAM CHALLENGES	WATER WALKERS	SURVIVAL CHALLENGE	NATURE ACTIVITY
FENCING	PARADROP	RAFT BUILD	POLE CLIMB	LAZER TAG
KAYAKING	MOUNTAIN BIKING	CLIMBING	ABSEILING	CANOEING

**OFF SITE ACTIVITIES**

KAYAKING	MOUNTAIN BIKING	CLIMBING	ABSEILING	CANOEING
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**SELF LED ACTIVITIES** (INSTRUCTOR AVAILABLE FOR PACKAGE BOOKINGS)

BATTLEZONE	EQUALISER	GRASS SLEDGES	PEDAL KARTS	GYRO CARS
PIONEERING EQPT	BEAVER CREEK	ORIENTEERING	ASSAULT COURSE	SWIMMING POOL
GAMES ROOM	PER HOUR	No OF HOURS?	HALF DAY	FULL DAY
SPORTS BARN	PER HOUR	No OF HOURS?	HALF DAY	FULL DAY

**DECLARATION**

I hereby make application for the hire of services detailed above and bind myself to abide by the Terms and Conditions provided to and read by me, including payment of all cancellation and charges applicable. I understand this application forms a contract between my organisation and Clyde Regional Scout Council and confirm I am authorised to apply on their behalf.

**YOUR REGISTERED CHARITY NO**

<b>SIGNATURE:</b>	<b>DATE:</b>	<b>DEPOSIT INCLUDED: £</b>
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WEEKEND SELF CATERED	COMMERCIAL	CHARITIES	UK SCOUT & GUIDE	CLYDE SCOUTS
ALLANDER CHALET	£3300	£1860	£1560	£1200
KYLE CABIN	£1680	£1020	£840	£690
PROVIDORE	£1560	£900	£780	£645
CARAVAN	£65	£65	£60	£55
MIDWEEK SELF CATERED (Cost per 24hr period)				
ALLANDER CHALET	£1350	£840	£660	£480
KYLE CABIN	£670	£480	£390	£270
PROVIDORE	£600	£390	£300	£230
CARAVAN	£130	£130	£130	£130
CAMPING	£10.00	£6.60	£5.40	£4.50
BOTHY		£5.00	£5.00	£5.00
DAY/EVE VISIT	£6.00	£3.00	£2.40	£1.80
MIDWEEK RESIDENTIAL PACKAGE (Minimum booking of 16 persons)	1 NIGHT	2 NIGHTS	3 NIGHTS	4 NIGHTS
	£90pp	£150pp	£198pp	£240pp
MIDWEEK ACTIVITY DAY VISIT	£24 PER PERSON (MINIMUM BOOKING FOR 16)			

Please contact us for a commercial package, prices stated are for standard onsite activities with not for profit groups.

ON SITE ACTIVITIES 1.5 HOURS £54 PER GROUP OF MAXIMUM 8 (£162)				
FENCING	PARADROP	RAFT BUILD	SURVIVAL CHALLENGE	NATURE ACTIVITY
CLIMBING	ABSEILING	CANOEING	POLE CLIMB	LAZER TAG
KAYAKING	MOUNTAIN BIKING	INDOOR CLIMB		
ON SITE ACTIVITIES 1 HOURS £33 PER GROUP OF MAXIMUM 8 (£99)				
SHOOTING (RIFLE)	SHOOTING (INC PISTOL)	ARCHERY	CRATE CLIMBING	
ORIENTEERING	TEAM CHALLENGES	WATER WALKERS	NIGHT LINE	
OFF SITE ACTIVITIES 3 HOURS £120 PER GROUP OF MAXIMUM 8 (£360)				
KAYAKING	MOUNTAIN BIKING	CLIMBING	ABSEILING	CANOEING
SELF LED ACTIVITIES 1 HOUR £33 PER HOUR (£60)				
GRASS SLEDGES	PEDAL KARTS	GYRO CARS	NIGHT LINE	
INFLATABLES:	ASSAULT COURSE	BATTLEZONE	EQUALISER	SUMO SUITS
PIONEERING EQPT £10 PER DAY		ORIENTEERING/BEAVER TRAIL 50P PER MAP/PER HOUR		
BEAVER CREEK £33 PER HOUR		SWIMMING POOL £33 PER HOUR		
GAMES ROOM	PER HOUR £30 (£72)	HALF DAY £60 (£150)		FULL DAY £90 (£180)
SPORTS BARN	PER HOUR £30 (£72)	HALF DAY £60 (£150)		FULL DAY £90 (£180)

Activity prices shown are discounted rates for charities, prices in (£) are commercial rates. Prices Valid until 31/03/2017.

Our friendly and experienced staff will be happy to assist you throughout your visit please do not hesitate to contact us for advice or assistance with programming your stay.

### WHAT TO BOOK?

From bivouacking to an all-inclusive package we have options to suit everyone. Our 120 acre estate provides the ideal setting for a group camp. We have a variety of campsites which offer a remote back to basics feel and a number of central campsites close to centre facilities. A map of the campsite is available online to help you decide which site will suit you best.

With 3 purpose built buildings we can offer indoor accommodation for up to 128. The Allander Chalet sleeps 60, Kyle Cabin 38 and Providore 30. Each is equipped with a main hall, kitchen, drying room, en-suite staff rooms and dormitories for your group needs. Our accommodation is available on a self-contained, self-catering basis 7 days a week. Weekend hires are available from 18:00 Friday to 16:00 Sunday. For groups that require a full midweek package including catering and activities we offer a competitively priced package ideal for school trips and youth groups.

Why not come along for the day and explore the grounds, take advantage of the fire circles, BBQ facilities and plethora of nature and wildlife on offer, a small entry fee is payable. We also offer an action packed midweek activity day package at fantastic affordable prices. If you are planning a large scale event we would be happy to discuss multiple options available.

Activity prices stated are for overnight guests, we will work with you to design a programme to suit your budget, needs and learning outcomes. Guests that require a day visit should book the activity package option.

You can make a provisional booking of your preferred dates which we will hold for a concessionary period.

### CONFIRMING YOUR BOOKING

To confirm your provisional booking return the booking form along with deposit. Deposit required is a minimum of 25% of the hire charge or £50, whichever is the greater sum. For substantial bookings we may request a larger deposit. Upon receipt of your booking form and deposit you will be welcome to add on any activity requirements to your booking, additional deposit is not required for activities however bookings will be subject to cancellation charges as stated in the T&C's. We will send a booking confirmation to you, please check this to ensure all details are correct and inform us immediately of any amendments you may require. We accept payment by cash, cheque, card and bank transfer.

### GENERAL INFORMATION

We want your stay to be as relaxing and enjoyable as possible. Please do not hesitate to ask us if you require any assistance or find something not to your satisfaction. We have a store of additional items that may be of use if you require extra or have forgotten to bring something along, just ask a member of staff and we will be happy to help. We provide the following items toilet roll, hand soap and hand towels. Bed linen is also available at an additional cost. For self-catering guests not on a package you may want to consider the following items not provided; cleaning solutions, tea towels, first aid and refuse sacks. Please note pets are not permitted on the site. We may be able to assist with minibus hire please contact us for further details.

### ARRIVAL

Upon arrival all guests are asked to report to Reception where you will be shown to your campsite or accommodation. You will be issued with accommodation keys and welcome pack plus any relevant information. Please encourage lift shares to assist with traffic management. Equipment drop offs at camp sites are permitted providing vehicles are not driven on the grass, parked considerately and returned to the main car park. On busy events we may operate a one way system and overflow car park please follow the directions provided. We encourage a fire drill for guests hiring accommodation.

### DEPARTURE

Please advise us of your intended departure time in order that we may inspect the facilities. You will be expected to leave the facilities in a clean and tidy state. Please inform us of any damage or breakages in order we may rectify this prior to our next guests. Please ensure you return any keys prior to departure. Any outstanding balance is due to prior to departure and should be paid at reception.

Please be aware activity slots fill up quickly, we recommend you book well in advance to ensure your needs are met. Please contact us with your groups age range, abilities, aims and learning outcomes and we will be happy to compose a program tailored to your needs.

**ACTIVITY TIMINGS**

Activities begin at 10:00 and run every 1.5 or 1 hours until 17:00. Specific activity lengths are detailed on the booking form. Lunch runs from 13:00 till 14:00 when activities resume and conclude at 17:00. It is possible to book self-led activities over lunch and in the evening which conclude at 21:00. Session times include fitting of equipment and returning equipment to stores, please arrive prepared and in plenty of time. Please contact reception upon arrival to arrange activity meeting places. Guests on an activity package shall have an agreed activity program with flexible timings including an evening program.

**ACTIVITY REQUIREMENTS** *the following minimum requirements will apply to activity bookings*

MINIMUM AGE 5+	MINIMUM AGE 8+	MINIMUM AGE 10+	MINIMUM AGE 14+	
Maximum group numbers on activities is 8 unless otherwise agreed with the Centre management.				
NATURE ACTIVITIES	FENCING	CRATE CLIMB	SHOOTING (RIFLE)**	SHOOTING(PISTOL)
INDOOR CLIMBING	RAFT BUILD	ORIENTEERING	MOUNTAIN BIKING***	
EQUALISER	SURVIVAL CHALLENGE	TEAM CHALLENGES	CANOEING(OFFSITE)	
GRASS SLEDGES	CLIMBING	LAZER TAG	KAYAKING(OFFSITE)	
ASSAULT COURSE	ABSEILING	BATTLEZONE	CLIMBING(OFFSITE)	
GYRO CARS	CANOEING	PEDAL KARTS	ABSEILING(OFFSITE)	
BEAVER TRAIL	POLE CLIMB	PIONEERING	MOUNTAIN BIKING***	
BEAVER CREEK	KAYAKING	NIGHT LINE	(OFFSITE)	
WATER WALKERZ	ARCHERY		PARADROP*	

\*There is a 14stone/89kg weight limit on the Paradrop. \*\*Participants must be able to cock the rifle unaided. \*\*\*Participants must be able to cycle unaided. Bikes are small adult size, participants must be able to reach the ground and pull the brakes comfortably.

**ACTIVITY SUPERVISION**

**Duty of care shall lie with the group leaders at all times.** Instructors shall be responsible for all matters of safety and instruction. It is expected that group leaders are responsible for disciplinary matters and endorse an acceptable standard of behaviour at all times. Instructors reserve the right to prohibit participation and cease an activity where necessary and no refund will be due.

Self-led activity rules and guidance must be issued, signed for from reception and adhered to prior to activity. It is the group leader's responsibility to ensure consent for the agreed activities from parents/guardians, and are compliant with their organisation's operating procedures and policies.

**ACTIVITY PREPARATION**

It may be necessary due to weather etc. to alter activity programs, in this case we will offer an alternative activity where possible. Please ensure you are appropriately dressed and prepared for the activity and weather or you will not be permitted to participate. Warm clothes, waterproofs, sun cream and midge repellent should be worn as necessary. Do not bring valuables to activities. For activities requiring helmets; hats must be removed and long hair tied back in a low pony tail. **YOU MUST HAVE ANY REQUIRED MEDICATION WITH YOU AT ALL TIMES AND INFORM YOUR INSTRUCTOR OF ANY RELEVANT INFORMATION WHICH MAY AFFECT YOUR PARTICIPATION.** We are happy to adapt activities to cater for additional support needs, please let us know in advance if this is required. Upon confirming your booking we will issue a recommended clothing and equipment list, all safety equipment will be provided.

**OFF SITE ACTIVITIES**

The centre operates a mini bus with capacity for 16 passengers, the cost of transport is not included in the activity price and will vary depending on location agreed with centre and subject to your group's needs. For guests on a package offsite activities are available at an additional cost of £10 per person per day.

We are registered with the Adventurous Activities Licensing Authority. Licence details can be confirmed by calling the Licensing Authority. Tel 029 2075 5715, License No: R1520

1. The hirers of buildings must at all times provide adequate and satisfactory supervision of their group and hired facilities.
2. The hirers shall be liable for payment of **all** charges arising out of any damage to, or loss of, property and/or equipment as a result of misuse or neglect, such charges being assessed by Clyde Regional Scout Council whose decision in the matter shall be final and binding. An appropriate charge for damage to or loss of equipment hired will be levied at the discretion of the Scout Council in respect of any uninsured losses (e.g. damage or loss due to negligence is not insured). Incidents should be reported immediately.
3. Cancellation charges are payable in accordance with the following scale, where the party making a booking subsequently cancels it: -
  - a. twelve weeks' notice or more - deposit lost or whole fee payable if less than £50;
  - b. twelve to six weeks' notice - either 50% of the fee payable or deposit lost whichever is the greater sum or whole fee if less than £50;
  - c. less than six weeks' notice - either 75% of the fee payable or deposit lost whichever is the greater sum, or whole fee if less than £50.
  - d. Activity and package cancellations will result in the whole fee payable if less than 1 weeks notice.
4. All groups are asked to take every care to conserve water, electricity, gas and heating oil, by closing doors and windows and turning off unnecessary lights and taps.
5. Boiler rooms, gas stores and electric cupboards / fuse boxes are **out of bounds** to **all members** of the hiring party. **Any** defects in the heating systems, electrics etc. must be reported to Centre Staff.
6. a) **Prior to the building being vacated, the leader of the hiring party will:**
  - i. advise Reception of their intended departure time and arrange for the premises to be inspected before departure;
  - ii. ensure that the building is thoroughly cleaned in accordance with the information detailed on the cleaning lists (available from Reception). Mops, brushes and vacuum cleaners are provided for use, however it is the responsibility of hiring groups to provide other cleaning materials. A cleaning charge will be payable if the building is left in an unsatisfactory condition.
7. b) **Prior to departure from your Campsite, the leader of the party will :**
  - i. advise Reception of their intended departure time and arrange for the campsite to be inspected before departure;
  - ii. Ensure that all refuse is placed in the main centre wheelie bins (beside shop), clean out and return altar fires, return any hired or borrowed equipment and douse all fires.
8. We strongly recommend that you perform a Fire Drill as laid out on the information board of your accommodation.
9. Please return the building keys to Reception at the end of your stay. A charge will be levied for lost keys.
10. Charges;
  - A weekend rate is payable for any period between 18:00 Friday and 16:00 Sunday
  - Midweek bookings are charged per 24 hour period, extra hours shall incur a further 24 hour period charge.
  - Sunday lets can be booked by pre arrangement with centre management from no earlier than 20:00
  - Package bookings are based on an on-site activity programme only, offsite activities will incur a £10pppd supplement.
  - A free leader place is included with every 10 participants on a package, extra places will be charged accordingly.
  - A cleaning charge will be payable if the building is left in an unsatisfactory condition.
11. A minimum deposit of 25% of the hire charge or £50, whichever is the greater sum, must accompany booking applications. Where booking fees are less than £50 the whole fee is payable.
13. All cheques should be made payable to Clyde Regional Scout Council. Only payments in £ Sterling are acceptable in default of which a surcharge of 10% is payable over and above the exchange rate notified by our Bankers on the date payment is made. We accept payment by cash, card, cheque, or by bank transfer by prior arrangement. A 2% charge is payable on credit card payments.
14. Any notice of cancellation must be given in writing to The Manager, Auchengillan Outdoor Centre, Blanefield, Glasgow, G63 9BA. Such notice should be sent by Recorded Delivery Mail, otherwise proof of posting cannot be accepted as proof of receipt.