



BOOKING FORM - OUTDOOR CENTRES

ARDWHALLAN HOUSE **DAY CENTRE** **GROUNDS ONLY**

NAME OF GROUP.....

ADULT IN CHARGE(Over 21)

Position in organization

Address.....

.....

E-mail address.....

Contact Tel no: Pre-visit.....**During Stay (mobile)**.....

DATES OF BOOKING

FROM: DATE **TIME**..... **TO: DATE** **TIME**.....

RESIDENTIAL DAILY	<input type="checkbox"/>	NO. OF NIGHTS	<input type="checkbox"/>	NO. IN GROUP	<input type="checkbox"/>
	<input type="checkbox"/>			MALE	<input type="checkbox"/>
			UNDER 18 LEADERS	FEMALE	<input type="checkbox"/>
				MALE	<input type="checkbox"/>
				FEMALE	<input type="checkbox"/>

COST

Day rate 9.00am to 5.00pm	Registered Youth Groups	£60	Private Groups	£120
Overnight (24 Hour)	Registered Youth Groups	£100	Private Groups	£200
Sole Use of House & Grounds (24 Hour)	Registered Youth Groups	£200	Private Groups	£400

These charges include the use of ground activities (Assault Course and Low Ropes OR Problem Solving and Orienteering) for a 3-hour session. **You must** indicate the time and date of your session on the booking form for self-led activities below.

SPECIAL OFFER PACKAGES – available to local school and youth groups only. For details see Residential Visit & Timetables Leaflet.

Package A	Term-time Mid-week £100	<input type="checkbox"/>	Weekend & School Holidays £150	<input type="checkbox"/>
Package B	Term-time Mid-week £125	<input type="checkbox"/>	Weekend & School Holidays £175	<input type="checkbox"/>
Package C	Term-time Mid-week £200	<input type="checkbox"/>	Weekend & School Holidays £250	<input type="checkbox"/>

A **non-refundable** deposit of **£50-00** is required when making a booking and your booking is not secure until this has been received. **Full payment** for the booking should be received no later than **14 days prior** to your visit. **Cancellation** within 14 days of your stay will be **charged at the full rate**, prior to this you will be refunded minus the deposit.

Cheques made payable to ` Ardwhallan Jubilee Trust `.

Returned to Ardwhallan Bookings, Youth Office, Hamilton House, Peel Road, Douglas IM1 5EZ

I have read the information provided and agree to abide by the conditions per the use of the facilities

Signed.....

Date.....

Office Use only: DEPOSIT £50.00 RECEIVED YES/ NO TELEPHONE BOOKING YES/ NO

Ardwhallan Outdoor Education Centre, West Baldwin Douglas Isle of Man IM4 5EU.

Telephone: 01624 853711 Web: www.ardwhallanoutdoored.com



BOOKING FORM – SELF LED ACTIVITIES

The Centre is a busy one and may have more than your group on site during your visit. So to avoid disappointment the use of the facilities at Ardwhallan for activities must be booked prior to your visit.

Please contact ardwhallanbookings@doe.sch.im or 01624 853711 to check availability and return this section of the form to **Ardwhallan Bookings, Youth Office, Hamilton House, Peel Road, Douglas IM1 5EZ**

Activities can be booked for 3hrs blocks (9am-12pm, 1pm-4pm or 6pm-9pm) and you **must** indicate which time slot you wish to book.

Each 3hr slot on any one of the activities is charged at the following:

Registered Youth Groups £25.00 Private Groups £50.00

This rate is for 'self led' activities and covers the maintenance and repair of equipment and upkeep of the centre grounds. Should you wish to book an activity not mentioned below or have activities run by a qualified member of Ardwhallan's staff you should contact ardwhallanbookings@doe.sch.im or 01624 853711 to arrange this.

The activities below can **only** be run by leaders who have undertaken an induction to the activity and equipment and have been approved to run that activity by the Head of Centre. Operating Procedures and Risk Assessments for activities are reviewed and updated annually and previously approved leaders should ensure that they are aware of changes before their next visit. All Risk Assessments and Operating Procedures are available on our website www.ardwhallanoutdoored.com

	Indicate Activity/ies for Time slot (Problem Solving and Orienteering, Assault Course and Low Ropes, Archery, Viking Longhouse)	Date to take place	Cost: £25/£50 per time slot or included in house booking (please indicate)
9am-12pm			
1-4pm			
6-9pm			
			Total Cost

A **non-refundable** deposit of **£50-00** or **full payment for the session (which every is less)** is required when making a booking and your booking is not secure until this has been received. **Full payment** for the booking should be received no later than **14 days prior** to your visit. **Cancellation** within 14 days of your stay will be **charged at the full rate**, prior to this you will be refunded minus the deposit.

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ARDWHALLAN – HOUSE INFORMATION

Parking Please park sensibly within the designated areas. Access to the fields above the car park must be kept clear and care should be taken not to block the driveway. Additional parking is available in the layby at the bottom of the driveway.

Access Please contact the warden at least a week before visit if possible, to obtain codes for access to the house and to cover the induction procedure for the house. Warden Paul Young 07624 478939. When leaving the centre, ensure all windows and doors are locked. If any keys have been issued, on departure these should be left in the post box for the Outdoor Education Office.

On Arrival It is important for all residents at Ardwhallan to sign the logbook on arrival. This allows us to know how many people exactly are in residence. More importantly in relation to fire regulations, the logbook functions as the legal record of occupants. In the event of a fire it will be necessary for occupants to assemble at the designated fire assembly point and check everyone has vacated the house, using the logbook.

Restricted Areas Please ensure that your group respects these areas. The outside space included with booking the house is the garden behind the house, although you should be aware that other groups using the centre will have access to the outside toilet in this area. The fenced outside areas (above the car park) are out of bounds for groups staying at the centre unless group leaders have received an induction to use the equipment and have booked the use of equipment. To apply for an induction for Low Ropes Course, Assault Course and Problem solving area, Orienteering, Archery and Viking Longhouse contact ardwhallanbookings@doe.sch.im or 01624 853711. These areas are not a playground and contain potentially high-risk elements. The fields around Ardwhallan are privately owned and there is no access to them at anytime. The track on the left hand side of the assault course (looking up the hill) is access to the hills for groups staying at Ardwhallan. It is not a public right of way.

Noise Restrictions Due to the close proximity of our neighbour we would ask that you please ensure that noise is kept to a minimum after 10pm.

Dormitories There are a total of 22 bed spaces in the form of bunk beds. Attic Dorm (8 bed), Red Dorm (4 bed), Green Dorm (6 bed), 1st floor staff room (2 bed), Ground floor room (2 bed). Exercise caution getting in/out of bunk beds and ensure young people are shown how to do so safely. Sheets and pillows are provided, sleeping bags are not. There are individual access codes for each of the dorms and you will receive these from the House Warden on arrival. Please strip used sheets and pillowcases at the end of your stay and leave in a pile on the dorm room floor.

Kitchen Facilities Double Oven (instructions are located by the side of the oven), cooking hob with 4 rings, 2 microwaves, toaster, kettle, fridge/freezer, dishwasher and cooking utensils. There is sufficient cutlery, crockery and mugs for a group of 24. It is expected that all the facilities in the kitchen be left clean following your visit.

Heating Heating and hot water are from a central boiler. Hot water is always available. The heating is automatically timed to come on for 2 hours in the morning and 4 hours in the early evening. Please **DO NOT** attempt to override or adjust the system. Each individual radiator can be turned on or off by turning its thermostat anti-clockwise for on and clockwise for off.

Showers/Toilets We are working towards putting en-suite facilities in each dorm. For the dorms that do not yet have this facility there are a separate shower & toilet on the 1st floor.

Drying Area There is a wet room with hanging facilities at the entrance to the house and wet kit and muddy boots should be removed and dried in this area.

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Fire Safety Please bear in mind that there is no direct phone link to the Fire Service if the fire alarm is activated. In the event of a real fire, you should make a 999 phone call to the Emergency services. It is in a group's interest to arrange a fire drill, and encourage everyone to know the Layout of the house. Group leaders must let all residents know of the Fire Procedures (displayed on notice board in the house), and the location of the assembly point in the car park. Also, please note that the alarms are sensitive and can be set off by steam from the showers and aerosols. Leaders should familiarise themselves with control board in the downstairs hall so they can re-set it in the event of a false alarm, instructions are on the board.

Smoking Smoking is not permitted in the house and we ask that visitors are discreet and do not smoke in front of young people. Cigarette butts should be disposed of in a careful and responsible manner.

Rubbish We are committed to a policy of caring for the environment and recycling. Please use the recycling area (across the driveway from the house) for paper, cans and glass. Other household rubbish, which does not come into the above categories may be disposed of in sealed black bin-liners and left at the bottom of the drive in the double wheelie bin. All bins in the house should be emptied at the end of your stay.

First Aid There are first aid boxes stationed within the house. Groups are advised to bring their own, and be aware of any individual medical issues within their group.

Telephone The payphone in the house is 01624 851003.

Departing Please leave the centre as you would have found it. Make sure all doors are locked and all windows closed, all lights turned off and radiators turned down to 3.

In event of a failure at the centres during your stay, where it would be deemed unsafe for the group to stay local groups will be asked to leave (and be fully refunded) and we will offer alternative accommodation to visiting groups.

If you are unclear about any of the above points please seek clarification from the House Warden, Paul Young (07624) 478939 prior to your visit

In completing and returning a booking form it is accepted that you have read (or have had explained to you) the above articles of procedure for the use of Ardwhallan Outdoor Education Centre and agree to ensure that your group abides by these procedures.