

SNOWBALL PLANTATION BOOKING INFORMATION FOR THE LODGE, CAMP SITES, OTHER FACILITIES AND ACTIVITIES - BOOKING FORM BELOW

Please check whether the dates and sites that you require are available by emailing the appropriate Booking Secretary as follows;

- Camp Sites, Lodge Booking, other facilities and stays that include activities, on bookings@snowballplantation.org.uk or telephone 07518267254 : or,
- Activities only, to activitybookings@snowballplantation.org.uk or telephone 07510997207

Please then complete the Booking Form (below) and send this within 7 days to 19 Derwent Park, Wheldrake, York YO19 6AT. Your booking deposit and damages bond, or full payment if appropriate, should also be paid within 7 days by bank transfer to sort code 40-52-40 account number 00029928, quoting the name of your group as the reference. Or, if you prefer you can send a cheque made payable to Snowball Plantation with your booking form.

If you have any particular requests, or would like to make arrangements for non-standard bookings, such as a whole site booking, please discuss this with the Booking Secretary. We will do our best to accommodate your needs if this is at all possible.

BEFORE YOU BOOK, PLEASE ENSURE THAT YOU HAVE READ THE TERMS AND CONDITIONS OF BOOKING; YOU ARE SIGNING TO SAY THAT YOU AGREE TO THEM. YORK SCOUTS MUST BOOK TO USE FACILITIES EVEN WHEN NO CHARGES APPLY. IT MAY ALREADY BE BOOKED AND PAID FOR.

If your Booking Form, booking deposit and damages bond, or full payment, are not received within 7 days of making the provisional booking, this booking will be cancelled and the site offered to other users. Confirmation of booking will be issued on receipt of the form, booking deposit and damages bond, along with useful information to help you start your preparations. We are developing some useful resources for visitors on our website www.snowballplantation.org.uk.

The final payment should be received not later than 28 days prior to your arrival. Bookings made less than 28 days prior to your arrival should be paid in full, along with the appropriate damage bond. A Welcome Pack will then be issued with further information on how to access the site which now operates using an electronic code for each individual booking (this may be different to information you have had for previous visits). Snowball Management Team reserves the right, where payments are not made appropriately, to cancel the booking and retain the booking deposit, or to let the facility to another party. You may also still be liable for the full amount of your booking.

Should you have to cancel the booking every effort will be made to re-let the facilities. However, if it cannot be re-let, you will be liable to pay the total cost of the booking. We, therefore, strongly advise you to take out Holiday Cancellation Insurance to cover this.

You should also carry out your own Risk Assessment for your visit to Snowball Plantation, and for any activities you are carrying out whilst you are visiting – you should also provide us with an itinerary of your planned activities. Please also ensure that you have adequate insurance for your visit and the activities that you plan to undertake.

We look forward to welcoming you to Snowball Plantation, and hope you have an enjoyable and safe stay.

SNOWBALL PLANTATION BOOKING FORM

1 To be completed for all bookings, booking requirements are completed on page 2

Name of Hirer

Correspondence Address

Contact phone number

Contact email address

Group Section

Party Leader Name

Leader's Contact Number Leaders Permit Number

Please indicate whether you are from:

York Scouts Ebor or Minster District

Scouts Other District / County

Girlguiding North Yorkshire South

Girlguiding Other County

School

Youth Group

Other, please state

Date of arrival (Leaders) Expected arrival time

Date of departure (Leaders) Expected departure time

(Please note T&Cs and additional costs where Leaders arrive on an earlier date than their party)

2 Bookings for:

Anticipated numbers

	Young People	Adult
Whole site bookings are subject to separate terms please contact us for details		
Lodge *		
Large Field situated away from the Lodge along the perimeter track HH am/pm to HH am/pm		
Campfire Circle HH am/pm to HH am/pm		
Centenary Building HH am/pm to HH am/pm Please note that in inclement weather campers will use the building to continue their stay. Any other bookings for the building will be cancelled and refunds given.		
Training Hut HH am/pm to HH am/pm		
0 Cub Patch Campsite		
1 Holly Campsite		
2 Jessop Campsite		
3 Warren Campsite		
4 Dennis's Campsite (formerly Glade)		
5 Heather Campsite		
6 Glen Campsite		
7 Alf's Campsite (formerly Dell)		

*Please note that the arena, in front of the lodge, is no longer available for booking. This is a communal area that is accessible by all site users.

IF YOU WISH TO BOOK ACTIVITIES DURING YOUR STAY, PLEASE COMPLETE THE ADDITIONAL BOOKING FORM AT THE END.

3 Data Protection Snowball Plantation complies with all appropriate and current Data Protection legislation. Any information you provide is used in connection with your booking, to ensure your visit is managed effectively and that your group has an enjoyable time. Booking data is retained for 2 full financial years after your visit, or latest communication about the booking, whichever is later. However, some data may be retained for financial and legal purposes beyond that timescale.

Snowball Management Team also has access to your data, to monitor and improve service provisions and for future development. We may also contact you to notify you of ongoing developments, provided you agree to this below.

Please indicate if you would like Snowball Management Committee to contact you for:

Monitoring and improving services Notifying you of new services or activities

(You can subsequently amend these instructions, if you wish, by notifying the Booking Secretary in writing)

4 Declaration and Signatures - I confirm that I have read, understood, and will abide by, the Snowball Plantation conditions of booking and for use of Snowball Plantation.

I also confirm that the adult leaders are aware that both the Scout and Guide Associations operate Child Protection Policies, and members of other organisations are asked to observe them. These are available to view on Snowball Plantation website.

Snowball Plantation and its insurers take no responsibility for any injuries arising whilst on the site where these arise from unsupervised usage, misbehaviour, misuse of, or use of any equipment or area that is unsafe or clearly marked as not fit for use.

You should carry out a Risk Assessment for your visit and any activities you are carrying out whilst visiting and ensure that you have adequate insurance for these, and for cancellation of the trip.

The booking deposit and damages bond/full payment of £ has been made by bank transfer to CAF Bank, sort code 40-52-40 account number 00029928, quoting the Group Name and Section as reference; or a cheque, payable to Snowball Plantation is enclosed (this will be banked).

ALL OR PART OF THE DAMAGES BOND WILL BE RETAINED IF DAMAGE, ABUSE OR MISUSE OF THE SITE OCCURS.

Please tell us the account name or payee that you would like the damage bond to be returned to after your visit. This is usually the name on your groups bank account.

.....

The re-imbusement can be

- By bank transfer to Sort code Account number
- By cheque, sent to address

Please note that if you chose a cheque refund, charges will be deducted to cover the additional bank and postage costs incurred by Snowball Plantation (details available on our website).

The Lodge must not be accessed before 4pm on Fridays; and mid week bookings must vacate by 11am on Fridays.

Hirer Signature **Date**

PLEASE ENSURE THAT YOU HAVE THE NECESSARY AUTHORITY OF YOUR DISTRICT COMMISSIONER OR ASSISTANT DISTRICT COMMISSIONER.

ACTIVITY BOOKINGS

Name of Hirer

Correspondence Address

.....

Contact phone number

Contact email address

Group Section

Party Leader Name

Leader's Contact Number Leaders Permit Number

Is this part of your stay on the Plantation? Yes No

If yes please tell us the start and end date of your stay/.....

Please circle whether you are from:

York Scouts Ebor or Minster District Scouts Other District / County

Girlguiding North Yorkshire South Girlguiding Other County

School Youth Group

Other, please state

If possible we would also like to arrange the following activities:

Date requested Time requested Please be aware of T&Cs)

Anticipated numbers

	Young People	Adult
Rifle Shooting – you will need additional parental permission slips completing for each young participant, and declarations for adults.		
Archery		
Large Ball		
Geocaching		
Frisbee golf		
Sumo Suits		
Orienteering		
Large Chess set		
Large Jenga		
Large Drafts		
Other – please state		

Hirer Signature

Date

PLEASE ENSURE THAT YOU HAVE CARRIED OUT A RISK ASSESSMENT AND HAVE THE NECESSARY AUTHORITY OF YOUR DISTRICT COMMISSIONER OR ASSISTANT DISTRICT COMMISSIONER.