

## Transition

### Children's Services

Lledr Hall Outdoor Education Centre  
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## LLEDR HALL OEC

### BOOKING PROCEDURE

Lledr Hall is striving to provide a high quality residential outdoor education service to the City of Salford, its schools and communities.

To provide the quality of provision which our user groups have come to expect, it is necessary to follow a clear booking procedure. This will ensure that all courses are appropriately staffed and resourced.

It is therefore vital, during the liaison phase of your course, that the Booking Procedure outlined below is followed.

- Once a date for your course has been agreed between your school/group and Lledr Hall, we will send a **Booking Application Form** to your course leader.
- The Booking Application Form **MUST** be signed and returned to Lledr Hall at least six months prior to the date of your course, or as soon as possible after receiving the form, to confirm your course date.  
**PLEASE NOTE:-** Your course will NOT be entered on our booking system until this form has been received by Lledr Hall.
- When your Booking Application Form has been received, Lledr Hall will send you a **Booking Pack**. This contains all relevant Booking Forms which clearly state when they need to be returned, in order to assist you in your course preparation.  
Your Booking Pack will also include a non-refundable **Deposit Invoice**, which must be paid within 30 days of receiving the invoice.

Course Fee Deposit	Monday – Friday Week Booking	£500.00
Apr 2007 – Mar 2008	Friday – Sunday Weekend Booking	£250.00

### BOOKING CANCELLATION POLICY

- Your booking is NOT secured if you fail to return your Booking Application Form and pay your Deposit Invoice within the stated deadlines.
- If you wish to cancel your course, please telephone Lledr Hall with this information. You will be asked to confirm your cancellation in writing.  
**PLEASE NOTE:-** An email is not an acceptable method of notification of your cancellation.
- If you cancel your course within 8 weeks prior to your course date, your deposit will be retained by Lledr Hall OEC to offset costs already incurred.
- If you cancel your course within 4 weeks prior to your course date you will be charged 50% of your total course fee to offset additional costs further incurred at this late stage of pre-course preparation. You may wish to consider purchasing cancellation insurance.