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Lledr Hall OEC

Booking procedure and cancellation policy From 1 April 2010.

Please read the following information prior to completing and returning your booking application form.

Our courses can be booked up to 18 months in advance, so it is important that you telephone Lledr Hall as soon as possible to check availability of your preferred course date.

1. Contact Lledr Hall to arrange your course date.
2. You will then receive your **booking application form** which needs to be completed and returned at least **six months prior** to your course date to confirm your booking.

Your booking is not secure until this form has been received by Lledr Hall.

Please ensure you read our cancellation policy before you book your course.

3. You will then receive your booking/confirmation pack.
This pack contains:
 - Booking confirmation letter detailing your course dates and the cost of your course.
 - Deposit balance invoice.
Payable within 30 days.

Week course	£500
Weekend course	£250
 - All other booking forms which need to be completed and returned as stated on each form.

Booking pack contents	to be returned to:	to be returned by:
Booking confirmation letter	For your information	N/A
Parental consent form	Retained by group	N/A
Kit list	For your information	N/A
Party details form	Lledr Hall OEC	Bring with you to Lledr Hall OEC
Final booking details form	Lledr Hall OEC	Four weeks prior to your course
Next of kin details form	Lledr Hall OEC	Bring with you to Lledr Hall OEC
Lledr Hall user's review	Lledr Hall OEC	After your course

- A final balance invoice will be sent approximately four weeks prior to your course.

It is important that your booking forms are completed and returned promptly, as they provide important information for the provision of your course at Lledr Hall.

4. You will need to organise and arrange payment for your transport to and from Lledr Hall.
5. You will need to arrange insurance for your group (if required).
6. A member of Lledr Hall teaching staff will contact you to discuss your course programme in more detail.

You can contact Lledr Hall at any time if you have any queries.

Please note: course dates from April to July each year can be booked no earlier than 1 February in the previous year.

Course fees

Our course fees are based on occupancy of up to 32 participants and up to six accompanying staff (there is no charge for accompanying staff).

Our course fee is a minimum occupancy charge and can not be reduced if your group has less than 32 participants.

If your group has more than 32 participants (up to 36), your course fee will increase by 1/32nd of your course fee for each additional participant above 32.

If your group numbers exceed 36, please contact Lledr Hall **before** you complete your booking application form.

Our course fee covers all costs for accommodation (sole occupancy), catering, outdoor equipment, outdoor activities and centre staff.

Current course fees are available upon request, or at www.salford.gov.uk/lledrhall-course-prices.htm

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 intend to cancel your course, please telephone Lledr Hall with this information. You will then be asked to confirm your cancellation in writing.
Please note: an email is not an acceptable notification method of your cancellation.
- If you cancel your course within eight weeks prior to your course date you will be charged 50% of your total course fee, inclusive of your deposit already paid.
- If you cancel your course within four weeks prior to your course date you will be charged the full balance of your total course fee.

You may wish to consider purchasing cancellation insurance.

Alistair D. Cook
Head of outdoor education service