

# Crawfordsburn Booking Form (2024)

Northern Ireland Scout Activity Centre  
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**CRAWFORDSBURN**

## BOOKING DETAILS

|                       |                      |                |                      |
|-----------------------|----------------------|----------------|----------------------|
| School Name           | <input type="text"/> | Contact Name   | <input type="text"/> |
| Arrival Date & Time   | <input type="text"/> | Contact Email  | <input type="text"/> |
| Departure Date & Time | <input type="text"/> | Contact Number | <input type="text"/> |

## VISIT DETAILS

| Activity Day                           | Number of Group | Number of Teachers |
|--|-----------------|--------------------|
| <b>Residential</b><br>2 Days + 1 night |                 |                    |
| <b>Residential</b><br>3 Days + 2 night |                 |                    |
| <b>Residential</b><br>4 Days + 3 night |                 |                    |

Teacher Incharge Onsite  
 (If different from contact above)

## ACCOMMODATION & CATERING

|  | Tick As Appropriate |
|--|---------------------|
| Camping  |                     |
| Chalet:<br>11 x 4 Bedded Rooms<br>1 x 2 Bedded Rooms<br><b>46 Total Beds</b>     |                     |
| Cedar Lodge:<br>2 x 8 Bedded Rooms<br>2 x 4 bedded Rooms<br><b>24 Total Beds</b> |                     |

|                       | Tick As Appropriate |
|-----------------------|---------------------|
| Bringing Packed Lunch |                     |
| <b>Self Catering</b>  |                     |
| <b>Catering</b>       |                     |

If Catering is required then contact details will be made available so you can make arrangements regarding meal choices and dietary requirements.

## ACTIVITY LIST

Tick your preferred activities below.

|                        | Tick As Appropriate |                             | Tick As Appropriate |
|------------------------|---------------------|-----------------------------|---------------------|
| Wall Climbing          |                     | Crate Climbing              |                     |
| Abseil                 |                     | Zipline                     |                     |
| Bouldering (Dry)       |                     | Caving                      |                     |
| Archery                |                     | Slack Line                  |                     |
| Canoeing (WD)          |                     | Kayaking (WD)               |                     |
| Raft Building (WD)     |                     | Pioneering                  |                     |
| Team Games             |                     | <del>Challenge Course</del> |                     |
| Beaver Trail           |                     | Pond Dipping                |                     |
| Airsoft Shooting Range |                     | Tomahawk Throwing           |                     |
| Orienteering           |                     | Bush Craft (WD)             |                     |
| Grass Sledge (WD)      |                     | 3G Swing                    |                     |

**Weather Dependant (WD)** - Should the weather make any activity unsuitable then every effort will be made to provide a suitable alternative.

**Clothing** - Most of our available activities are out side so suitable outdoor clothing should be worn for the conditions of the day . A list of recommended items can be given upon request.

## INVOICING

|                   |                      |
|-------------------|----------------------|
| Name For Invoice  | <input type="text"/> |
| Purchase Order    | <input type="text"/> |
| Invoice Address   | <input type="text"/> |
| Town              | <input type="text"/> |
| Post Code         | <input type="text"/> |
| Email For Invoice | <input type="text"/> |

## ACTIVITY QUERYIES

## MEDICAL FORM

Personal information that you supply to us will be treated with the strictest confidence and held securely in line with the Data Protection Act 2018. It will only be used to ensure a safe and enjoyable activity or in the case of emergency. We will not disclose your information to any company outside of Crawfordsburn Scout Centre and will ensure that it is disposed of safely and securely when no longer required.

Is there any medical / dietary / inclusivity information about your child that our staff need to be aware of? Typically we need to be aware of asthma / epilepsy / diabetes / allergies / visual, auditory and physical restrictions etc.

| NAME | CONDITION | MEDICATION |
|------|-----------|------------|
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### ADDITIONAL INFORMATION

### FINAL CONFIRMATIONS

A MEMBER OF OUR TEAM WILL BE IN CONTACT WITH YOU SHORTLY TO DISCUSS YOUR BOOKING. ONCE WE HAVE CONFIRMED YOUR REQUIREMENTS WE WILL PROVISIONALLY HOLD YOUR BOOKING FOR 14 DAYS. A DEPOSIT OF NO MORE THAN 20% (DEPEND- ING ON CIRCUMSTANCES) WILL BE REQUIRED TO CONFIRM YOUR BOOKING.

I CONSENT TO PICTURES BEING TAKEN OF MY GROUP DURING THEIR VISIT FOR PROMOTIONAL AND TRAINING USE

I CONFIRM THAT PERMISSION TO ATTEND AND/OR PARTICIPATE IN AD- VENTURIOS ACTIVITIES HAS BEEN OR WILL BE COLLECTED FROM THE RELEVANT PARENT OR GUARDIAN

I CONFIRM THAT ANY MEDICAL INFOR- MATION GIVEN IS CORRECT AS OF THE DATE SIGNED BELOW

PLEASE TICK TO CONFIRM YOU HAVE READ OUR GENERAL TERMS & CONDI- TIONS.

Customer Signature

Date

# GENERAL TERMS & CONDITIONS

## BOOKING PROCEDURES

ALL BOOKINGS ARE TREATED AS 'PROVISIONAL' UNTIL A BOOKING FORM HAS BEEN COMPLETED AND SPECIFIED DEPOSIT PAID. PROVISIONAL BOOKINGS WILL BE HELD FOR A PERIOD OF 14 DAYS THEREAFTER CRAWFORDSBURN SCOUT CENTRE RESERVES THE RIGHT TO RELEASE YOUR BOOKING. CONFIRMATION OF BOOKING WILL BE ON RECEIPT OF THE RELEVANT DEPOSIT(S) AND A SIGNED BOOKING FORM.

FOR GROUPS BOOKING INDOOR ACCOMMODATION OR TAKING PART IN A FULL PROGRAMME THE BALANCE OF THE FEES IS PAYABLE 30 DAYS BEFORE THE ARRIVAL DATE. FOR SELF-ORGANISING, SELF-CATERING, CAMPING GROUPS THE BALANCE IS PAYABLE ON ARRIVAL. GROUPS WHO FAIL TO PAY THE BALANCE OF THEIR FEES ON OR BEFORE ARRIVAL WILL BE CHARGED A 5% ADMINISTRATION FEE.

## CHANGES AND CANCELLATIONS

ANY CHANGES OR THE CANCELLATION OF A BOOKING MUST BE MADE IN WRITING. ALL ITINERARIES AND PROGRAMMES ARE SUBJECT TO ALTERATION DUE TO WEATHER AND/OR OPERATIONAL FACTORS. THE GUEST WILL BE INFORMED OF ANY CHANGES AS EARLY AS POSSIBLE. CRAWFORDSBURN SCOUT CENTRE MAY CANCEL THE BOOKING AT ANY TIME WITHOUT NOTICE. THIS WILL ONLY HAPPEN IN EXCEPTIONAL CIRCUMSTANCES SUCH AS WHEN WE A FACILITY BECOMES UNAVAILABLE DUE TO UNFORESEEN CIRCUMSTANCES, OR IF THE GROUP BEHAVIOUR IS UNACCEPTABLE. ANY SUCH CANCELLATION WILL BE MADE IN WRITING AND SENT TO THE PERSON NAMED ON THE BOOKING FORM. IF THE USE OF THE ACCOMMODATION OR THE ACTIVITY HAS NOT COMMENCED THEN THE FULL DEPOSIT WILL BE REFUNDED.

## ACCOMMODATION BOOKINGS

WHILST EVERY EFFORT IS MADE TO MEET YOUR ORIGINAL REQUEST FOR AN ACCOMMODATION BLOCK CRAWFORDSBURN SCOUT CENTRE RESERVES THE RIGHT TO ALLOCATE A DIFFERENT SITE OR BLOCK. THE GUEST WILL BE INFORMED OF ANY CHANGES AS EARLY AS POSSIBLE. THE GUEST IS ENTITLED TO CANCEL THE BOOKING IN TOTAL OR FOR ANY OF THE PARTY MEMBER(S) SUBJECT TO THE GROUP LEADER PROVIDING CRAWFORDSBURN SCOUT CENTRE WITH WRITTEN NOTICE AND PAYING THE FOLLOWING CANCELLATION CHARGES; MORE THAN 60 DAYS DEPOSIT ONLY

LESS THAN 60 DAYS 100% OF ACCOMMODATION CHARGE  
LESS THAN 30 DAYS 100% OF ACCOMMODATION CHARGE (INCLUDING CATERING)  
LESS THAN 14 DAYS 100% OF ACCOMMODATION CHARGE (INCLUDING CATERING AND ACTIVITIES)

## SELF-CATERING CAMPING BOOKINGS

THE GUEST IS ENTITLED TO CANCEL THE BOOKING IN TOTAL OR FOR ANY OF THE PARTY MEMBER(S) SUBJECT TO THE GROUP LEADER PROVIDING CRAWFORDSBURN SCOUT CENTRE WITH WRITTEN NOTICE AND PAYING THE FOLLOWING CANCELLATION CHARGES; MORE THAN 14 DAYS DEPOSIT ONLY  
LESS THAN 14 DAYS 100% OF CAMPING CHARGE (INCLUDING ACTIVITIES)

## DAY ACTIVITY BOOKINGS

THE GUEST IS ENTITLED TO CANCEL THE BOOKING IN TOTAL OR FOR ANY OF THE PARTY MEMBER(S) SUBJECT TO THE GROUP LEADER PROVIDING CRAWFORDSBURN SCOUT CENTRE WITH WRITTEN NOTICE AND PAYING THE FOLLOWING CANCELLATION CHARGES; MORE THAN 14 DAYS DEPOSIT ONLY  
LESS THAN 14 DAYS 100% OF DAY CHARGE

## GUEST OBLIGATIONS

THE GROUP LEADER ACCEPTS RESPONSIBILITY FOR THE GENERAL CONDUCT OF THE GROUP MEMBERS THROUGHOUT THE STAY AND THE GUESTS AND GROUPEADER SHALL ENSURE THAT;  
ADULTS ACCOMPANYING THE GROUP AGREE TO ACT 'IN LOCO PARENTIS' AT ALL TIMES. CRAWFORDSBURN SCOUT CENTRE STAFF ONLY PROVIDE INSTRUCTION DURING SESSION TIMES AND WHERE APPLICABLE SUPPORT TO ADULTS ACCOMPANYING THE GROUP OUTSIDE THESE TIMES.  
THERE IS SUITABLE FIRST AID PROVISION PROVIDED FOR THE GROUP DURING YOUR STAY.  
TAKE ALL REASONABLE STEPS TO MINIMISE DISTURBANCE TO OTHER GUESTS  
SUITABLE ARRANGEMENTS ARE MADE FOR THE EXCLUSION OF ANY GUESTS THAT DO NOT COMPLY WITH THESE CONDITIONS OR REASONABLE REQUESTS MADE BY CRAWFORDSBURN SCOUT CENTRE STAFF.  
PLEASE ENSURE ALL YOUR PARTY ARE QUIET BETWEEN 2300 HRS (11PM) AND 0700 HRS (7AM).

ON ARRIVAL YOUR ACCOMMODATION SHOULD BE IN A CLEAN AND TIDY CONDITION, IF YOU ARE NOT SATISFIED WITH THE STATE OF THE CLEANLINESS YOU SHOULD INFORM THE DUTY WARDEN IMMEDIATELY. ON DEPARTURE YOU SHOULD LEAVE YOUR ACCOMMODATION IN A CLEAN AND TIDY CONDITION.  
CRAWFORDSBURN SCOUT CENTRE RESERVES THE RIGHT TO CHARGE A CLEANING FEE IF A GROUP LEAVES ANY AREA IN AN UNREASONABLE STATE OF CLEANLINESS.

## RESPONSIBILITY OF AN ACTIVITY LEADER

IT IS THE RESPONSIBILITY OF THE CRAWFORDSBURN SCOUT CENTRE ACTIVITY LEADER TO ENSURE THAT THE ACTIVITY IS CONDUCTED IN A SAFE AND PROPER MANNER AND TO SUPERVISE MEMBERS OF THE GROUP WHILST THEY ARE UNDER INSTRUCTION. THE ACTIVITY LEADER IS THE 'TECHNICAL' EXPERT AND HAS THE FINAL DECISION IN ALL MATTERS RELATING TO THE ACTIVITY THAT IS TAKING PLACE.

## VEHICLE ACCESS

THE SPEED LIMIT FOR ALL VEHICLES ON THE ACCESS ROAD TO THE CENTRE AND IN THE MAIN CAR PARK IS 10MPH.  
PLEASE REPORT ANY VEHICLE BEING DRIVEN AT EXCESSIVE SPEED TO RECEPTION.  
VEHICLES MUST NOT BE DRIVEN OFF THE DESIGNATED ROADWAYS, PARKING AND LOADING AREAS WITHOUT GAINING THE PERMISSION OF THE DUTY WARDEN.

## ARRIVAL

ON ARRIVAL GROUPS MUST REPORT TO RECEPTION, UNLESS MET BY A MEMBER OF CRAWFORDSBURN SCOUT CENTRE STAFF.

## DAMAGE

CRAWFORDSBURN SCOUT CENTRE RESERVES THE RIGHT TO CHARGE GROUPS FOR ANY DAMAGE CAUSED TO BUILDINGS AND/OR EQUIPMENT CAUSED BY MEMBERS OF YOUR GROUP DURING YOUR STAY. ANY PERSON SUSPECTED OF CAUSING DAMAGE TO BUILDINGS OR THE SITE WILL BE ASKED TO LEAVE THE PREMISES FORTHWITH.

## INSURANCE & LIABILITY

AS A RESPONSIBLE ORGANISATION, THE SCOUT ASSOCIATION HAS LEGAL LIABILITY INSURANCE TO COVER ITS POTENTIAL LIABILITIES TO VISITORS TO ITS PREMISES AND PARTICIPANTS IN ACTIVITIES.  
USERS OF OUR ACTIVITY CENTRES SHOULD CONSIDER EFFECTING OTHER INSURANCES, SUCH AS CANCELLATION OR PERSONAL ACCIDENT INSURANCE.

## DOGS & PETS

DOMESTIC ANIMALS ARE NOT PERMITTED ON THE CAMPSITE OR IN THE BUILDINGS, EXCEPT FOR APPROPRIATE ASSISTANCE DOGS WHICH ARE PERMITTED PROVIDED THEY ARE KEPT UNDER THE CONTROL OF THE PERSON BEING ASSISTED.

## ALCOHOL

PERSONS UNDER THE AGE OF 18 YEARS ARE NOT PERMITTED TO DRINK ALCOHOL AT THE CENTRE. PERSONS OVER THE AGE OF 18 YEARS SHOULD NOT CONSUME ALCOHOL IN THE PRESENCE OF YOUNG PEOPLE OR WHEN THEY ARE RESPONSIBLE FOR YOUNG PEOPLE

## FORCE MAJEURE

CRAWFORDSBURN SCOUT CENTRE SHALL NOT BE LIABLE FOR ANY DELAY IN PERFORMING OR FAILURE TO PERFORM ANY OBLIGATION OR ALTERATIONS AND CANCELLATIONS DUE TO ANY CAUSE BEYOND SCOUT ACTIVITY CENTRES REASONABLE CONTROL INCLUDING STRIKES, LOCK-OUTS, LABOUR DISPUTES, ACT OF GOD, WAR, RIOT, CIVIL COMMOTION, TERRORISM, MALICIOUS DAMAGE, THREATS TO SAFETY, COMPLIANCE WITH ANY LAW OR GOVERNMENTAL ORDER, RULE REGULATION, OR DIRECTION, ACCIDENT, ENVIRONMENTAL CONTAMINATION, PANDEMIC, OUTBREAK OF DISEASE, BREAKDOWN OF PLANT OR MACHINERY, FIRE, FLOOD, STORM, DIFFICULTY OR INCREASED EXPENSE IN OBTAINING WORKMEN, MATERIALS, GOODS OR RAW MATERIALS IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT.

## COMPLAINTS AND PROBLEMS

IF A PROBLEM ARISES WHILST ON SITE AT CRAWFORDSBURN SCOUT CENTRE PLEASE INFORM THE DUTY WARDEN AS SOON AS POSSIBLE.  
COMPLAINTS SHOULD BE SENT IN WRITING TO THE CENTRE MANAGER WHO WILL ACKNOWLEDGE RECEIPT OF THE COMPLAINT WITHIN 3 WORKING DAYS. THE RESPONSE WILL INCLUDE DETAILS OF ANY ACTIONS WE INTEND TO TAKE.