

The Firs Bungalow at Pendarren House



Thank you for your interest in The Firs Bungalow at Pendarren House. Please find attached a booking form.

Please note the following with regard any bookings made:

- 🌲 Provisional bookings will be held for a period of 2 weeks from the time of first enquiry. If no booking form is received within this 2 week period, it will be assumed that the booking is not required. No reminders will be issued or follow up calls made.
- 🌲 The prices quoted on the booking form are valid for the academic year. Prices are subject to change in September of each year.
- 🌲 If you require activities you should ensure that they are booked at the same time as your accommodation. Pendarren cannot guarantee that activities will be available if you wish to book at a later date.
- 🌲 Your attention is drawn to the terms of the Booking Conditions, especially with regard the following :

Your deposit should be for 25% of the total cost – this comprises accommodation, activities and the refundable damage /cleaning deposit.

The balance of the payment for your booking is due at least six weeks before the first day of your booking. Reminders or invoices will not be issued unless specifically requested.

A damage / cleaning deposit of £150.00 is required for every booking. This is refundable subject to the accommodation being left in a clean and tidy condition.

- 🌲 The Firs is restricted by Fire Regulations to take no more than 16 people at any one time. Only the people listed on your booking form should use The Firs.
- 🌲 The Firs is strictly a NO SMOKING building. Smokers may use the patio at the rear of the building as a designated smoking area.
- 🌲 Bed linen is provided for The Firs bungalow. You will need to provide your own towels.
- 🌲 Strictly no pets.

All payments should be made payable to LBH - Pendarren House OEC and posted to:
Pendarren House OEC, Llangenny, Crickhowell, Powys NP8 1HE

If you should have any queries regarding the hiring of The Firs, please do not hesitate to contact Pendarren House.



PENDARREN HOUSE OUTDOOR EDUCATION CENTRE

The Firs Booking Form

Booking Requirements:

Date of arrival:	Date of departure:
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Costs:

A Cost for The Firs	
£175.00 per night (minimum 2 nights)	£ <input type="text"/>

B Cost of Activities	
As completed on Form B (please attach) NB – Must be completed at time of booking if required.	£ <input type="text"/>

Amount Payable:	
A Total for accommodation	£
B Total for activities	£
C Refundable damage / cleaning deposit	£ 150.00

Total amount (A + B + C)	£

Please include 25% deposit with booking or, if less than 6 weeks from date of arrival, total amount	
Amount enclosed:	£ <input type="text"/>

Main Contact Details:

Person requesting booking:	
Main contact name:	
Main contact date of birth:	<i>(Required for insurance purposes only)</i>
Full contact address (with post code) and email address:	
Contact phone number (land & mobile):	

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ACTIVITIES

Form B (Additional costs)

Activities are offered as an optional extra for visitors to The Firs Bungalow. If you require activities, they should be booked and a deposit paid at the time of booking your accommodation. No guarantee can be given that activities will be available if you book at a later date.

The cost of activities includes the services of a qualified instructor plus the provision and use of appropriate equipment. Transport may also be available – check with the Centre when making your booking if you require transport. An instructor will work with groups of up to ten people. If you have a group of more than ten, two instructors will be required. Instructors are booked in advance on the basis of your booking information. Money will not be refunded for people who decide not to take part in activities.

Bookings cannot be taken for groups of less than six people. Children under the age of seven should not take part in activities as suitable equipment is not available.

Activities are offered on a full day or half day basis. Half day sessions run from 9.30 am to 12.30 pm or 1.30 pm to 4.30 pm. Costs are listed below.

All participants in activities will need to complete a consent form on arrival. Participants under 18 years of age need to have their consent form signed by a parent / carer.

Activities		£30.00 all day per person £20.00 half day per person	
<small>(All participants in any one group must take part in the same activity)</small>			
	Please specify date and whether morning, afternoon or all day session	Number of people	Cost
Orienteering			
Climb & Abseil			
High Ropes			
Team Building			
Zip Wire			
Canoe			
Cave			
Mountain Walk			
Adventure Walk			
B Total Cost (please carry forward to payment box of main booking form)			£

If you should have any queries about activities, please contact Pendarren House.

PENDARREN HOUSE OUTDOOR EDUCATION CENTRE – THE FIRS

TERMS AND CONDITIONS OF BOOKING

1. **Bookings.** Provisional bookings will be made by taking your name, address and contact telephone number. This will hold The Firs for a **maximum** of two weeks in which time we must receive your completed booking form and appropriate deposit. Pendarren will confirm your booking by issue of a receipt.
2. **Deposit.** The deposit required is 25 percent of the total cost of the booking or as stated on the booking form. Without the booking form and deposit, your booking will be deemed provisional and could be varied or cancelled. Should the booking be less than six weeks away, the total balance due should be paid. All deposits are non-refundable.
3. **Balance of the fee.** The remainder of the fee should be paid **at least** six weeks before the first day booked. No invoices will be issued unless requested. In the event that the balance is not received by the due date, Pendarren reserves the right to cancel and re-let The Firs.
4. **Cancellations by clients.** Cancellations must be made in writing or by email to office@pendarren.org and will be acknowledged. Cancellations received more than 42 days before the first day of the booking will result in loss of deposit only. Cancellations received between 41 and 14 days before the first day booked will be subject to a charge of 50 percent of the full cost. Cancellations less than 14 days before the first day booked will subject to a charge of 100 percent of the full cost.
5. **Cancellation by Pendarren.** Whilst every effort is made to ensure that booked activities can run as planned Pendarren reserves the right to cancel bookings if there are insufficient applicants or if conditions are unsuitable. Full refunds will be paid if Pendarren has to cancel your booking.
6. **Changes to the programme.** Activities may need to be changed because of inclement weather, availability of staff or for other reasons. Alternative activities will be offered. The Pendarren Course Director's decision is paramount.
7. **Condition of, and damage to, accommodation and resources.** A refundable deposit of £150.00 per booking will be made to ensure that the accommodation is left in a clean and tidy condition. A reasonable charge will be made for wilful damage to fabric, or avoidable loss of equipment (allowances will be made for reasonable wear and tear). Similarly, a reasonable charge will be made for cleaning required exceeding that expected after reasonable use of the building. Any charge will cover the cost of cleaning, repair or replacement as appropriate.
8. **Insurance.** Pendarren asks all clients to provide basic personal information to comply with the requirements of our Public Liability insurers. We reserve the right to refuse a booking if this information is not supplied or if we believe it to be inaccurate. **WE RECOMMEND THAT YOU TAKE OUT PERSONAL INSURANCE TO COVER ALL OTHER CONTINGENCIES.**
9. **Arrival.** Please take note of the arrangements for your particular visit. If you have booked The Firs, it will be ready for you at 3.00 pm on your day of arrival. Please let us know what time you will arrive and, if possible, give a phone number so that you can be contacted during your journey. Arrival after 10.00 pm is not permitted.
10. **Departure.** Accommodation should be left in a clean and tidy condition. For self catering accommodation this includes cleaning and storing all kitchen equipment and utensils, removing all rubbish to the bins provided and stripping bed linen. The Firs should be vacated by 10.00 am on your day of departure. Later departure may be arranged on payment of an additional fee.
11. **Health and Safety.** Procedures and guidelines laid down by Pendarren staff should be followed.
12. **Pets.** Strictly no pets allowed on any of the Pendarren House property.