



FINAL ARRANGEMENTS

PLEASE RETURN THIS FORM TO ARRIVE AT LEAST FIVE DAYS BEFORE YOU!

GROUP	Booking Ref:
FACILITY	
DATES	
ARRIVAL	Time from which the building is available, <u>if not</u> the usual time of 2.00 pm
DEPARTURE	Specific arrangements, <u>if any exist</u> , for vacating the building [does not often apply to Sundays]
none	

YOUR ARRANGEMENTS

NUMBERS	total no. of residents expected		total no. of day visitors expected	
EXPECTED TIMES OF ARRIVAL	Advance Party		Main Party	
EXPECTED TIME OF DEPARTURE				
NAME OF YOUR PHONE CONTACT for last minute matters & phone numbers				
Office Hours		Other Times		Mobile
GROUP LEADER				
GROUP ADMINISTRATOR				
MAIN SPEAKER				
CATERER / CHIEF COOK				
HEAD DISHWASHER / DINING ROOM SUPERVISOR				
TICK IF YOU ARE USING ADVENTURE PLUS		and if their team is staying overnight	

YOUR SAFETY / SECURITY PERSONNEL see 'Servant' concept in handbook. One person per building required. Please fill in as appropriate:

	NAME OF RESPONSIBLE PERSON	ROOM NO.
QUINTA HALL		
SEVERN LODGE MAIN BUILDING		
THE ANNEXE MAIN BUILDING		
THE ARCHWAY		
PERRY LODGE		
REED HOUSE		

SAFE USE OF CENTRE AND SPORTS FACILITIES

Please sign below indicating that you have received a copy of the User's Handbook, that you acknowledge therein the notes of guidance for the safe use of the centre and specific regulations regarding the use of the sports facilities and that you will make provision for any members of your group who require special assistance in emergencies because of age or disability.

Signed

Date

