

PRE ARRIVAL CHECKLIST

Group Leader:	Date of Visit:
Group Name:	Centre:

Please return this document via email preferably **within 2 days** of receiving, as your final invoice is based on the details provided below

Please note that cancellation charges apply see Terms and Conditions.

Final Group Numbers	Female	Male	Total
Group members under 16			
Group members 16 and over			
Leaders Free leaders 1:12			
Total Number:			

Expected Arrival Time:

(Standard arrival time is 1300 hours)

*For those booking at East Dene, please provide coach information and drop off location - at Centre or Trinity Road

Departure Time:

(We request that groups clear and vacate their rooms by 0930 hrs, safe storage for bags will be organised as required)

*Parking is limited at our centres, if required please let us know how many cars or minibuses you will be bringing.

No. Spaces Required:

Number of packed lunches required on departure*:

(At £4.80 Per Head - VAT NOT Applicable) *Lunch on departure may be included on some short week programmes. Please check with us.

By signing this form I am accepting full responsibility for each member of my group whilst staying at the Centre. We will comply in full with the published guidelines and Booking Terms and Conditions.

Signed: **Date:**

Group Name:

Special Diets

Please advise us of any individual dietary needs including vegetarians. Please be sure to tell us what the group can eat rather than a list of everything they can't!

Medical & Behavioural Information

Please advise us of any arrangements we can make to accommodate all the members of your group successfully:

Group Leaders Medical Information

Please advise us of any arrangements we can make to ensure the group leaders stay is as pleasant as possible:

Learning Objectives

Could you please advise us of the learning objectives you wish your group to achieve on this residential visit, this will help us ensure that the programme meets your requirements.

We are here to help!

Don't forget - please advise us of anything else that will help your visit be memorable and successful, eg: group members birthdays, final visits for leaders, day students or visits from Head Teachers.

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