

# Cae Canol

## 1. MAKING A BOOKING

- We welcome enquiries by letter, telephone, email or through our website. A list of currently vacant dates, fees, and a Booking Form, will be sent on request.
- Bookings are taken up to the end of the following calendar year.
- Enquiries are welcomed for dates further ahead and will be held for consideration when bookings open for that period.
- Provisional reservations may be made and these will be held for 14 days pending written confirmation.
- No booking request or provisional reservation will be regarded as definite until a completed Booking Form and non-refundable deposit payment has been received and acknowledged.
- When completing a Booking Form without having provisionally reserved your required dates, you are recommended to give at least one alternative date in case another party has booked your first choice.
- Booking Forms must be completed and signed by an authorised adult from the group that will be staying at Cae Canol.

## 2. WHAT HAPPENS THEN?

- Bookings will be acknowledged on receipt.
- Full details about the Centre, in the form of a Leaders' Handbook, will be sent about 8 weeks before your visit.
- Key(s) and final instructions will be sent, in the week before your visit, to the person who made the booking.

## 3. ACCOMMODATION

- The Centre accommodates up to 25 in the main house in five dormitory bedrooms. Between 1 March and 31 October inclusive, 5 more beds are available, in two rooms, in the dormitory caravan.

- For safety reasons, the total of 25 (or 30) residents must not be exceeded. Planning permission for Cae Canol specifically prohibits the use of tents, additional caravans or camper vans in the grounds to augment the accommodation.
- To cater for day visitors, the dining room seats up to 32 people. Crockery and kitchen utensils are provided.
- During the period 1 March – 31 October, parties can book an additional, self-contained 7-bed log cabin for use by a guest speaker or party leader and their family.
- Use of the additional log cabin will allow the total party size to be increased to a maximum of 32 people. There is an additional charge per night for booking this facility, whether or not it is actually used.
- When Cae Canol is not being used by groups, (eg typically mid-week in school term-time), it may be possible for a youth or church worker to book the Centre, for private family use.
- Pillows and blankets are provided. Each mattress is covered with a fitted sheet. In the interests of hygiene, guests are expected to bring their own towels, a pillowcase and sleeping bag or sheets.

## 4. FEES AND CHARGES Standard Rate Fee

- The basic fee is calculated on a 'per person per night' basis and covers use of all facilities, including heating, lighting and water.

<b>Fees Effective from 1 Sep 2011 to 31 Aug 2012</b>	
Non-refundable deposit	£50.00 payable when making booking
Standard rate	£15.50 per person per night
Adult Church groups	£13.50 per person per night
Church Youth groups	£12.25 per person per night
Urban Saints / Crusader groups	£11.25 per person per night.
Extra leaders log cabin	£25.00 per night when booked with the main house

The centre is not VAT registered, so VAT is not charged.

- A minimum charge is made, equivalent to 15 persons per night at the relevant group rate, rising to 25 persons when the leaders log cabin is booked in addition to the main house.

- Losses / Breakages within the centre are charged at replacement cost. Where items are damaged, guests will be charged with the cost of the repair or replacement cost if un-repairable.
- Full payment must be received (together with all completed user reports and the returned key(s)) within 5 days of departure.
- Cae Canol reserve the right to charge interest and any associated costs incurred on late payments.
- A handling fee at cost is charged on dishonoured cheques.
- Fees are reviewed each Spring with any change normally becoming effective in the following Autumn for 12 months.
- Where a booking is made in advance of the applicable fee being fixed, the currently published fee will be applied for bookings made up to the end of the current calendar year. Where a fee change takes effect during a visit, the lower fee will be applied to each night of the visit.
- A cancellation charge equivalent to the minimum charge will be made for reservations cancelled with less than eight weeks notice unless an alternative booking can be obtained.

## 5. STAFFING, SUPERVISION AND INSURANCE

- All parties should be in the charge of a spiritually mature leader of the same sex as the party, including both a male and a female adult for mixed groups. The staffing ratio should take account of the self-catering nature of the Centre.
- Whilst the Centre is well equipped with indoor equipment, no outdoor pursuits equipment is provided, as there is no warden or resident staff to supervise its maintenance and use.
- Those booking the Centre are responsible for ensuring that their party has suitably qualified and experienced leadership for all activities undertaken and that all party members are adequately equipped and supervised throughout their stay.
- Leaders should personally ensure that every reasonable precaution is taken for the safety of all members, both whilst travelling to and from the Centre, whilst in the Centre itself and whilst involved in activities when staying at the Centre.
- It is the responsibility of the person making a booking for group use of the Centre to ensure that all requirements of legislation (e.g. Children's Act, food hygiene regulations, etc) are met.

- Leaders of groups are recommended to ensure that suitable Third Party/Public Liability insurance, plus any other cover required, is provided either by their parent organisation or by a specially arranged policy.

## 6. OUR LIABILITY FOR NON-AVAILABILITY

- We accept bookings up to the end of the following year on a 'first come, first served basis' - i.e. up to 24 months in advance. It will be appreciated that an unforeseen need for repairs or building alterations, or emergencies etc, could arise in such a long period.
- Apart from circumstances that may make the property unusable at very short notice, we will endeavour to give at least six months' notice if we are unable to honour any booking.
- In such situations, the liability of the Centre will be restricted to the refund of any deposit paid to us and does not extend to include responsibility for any consequential costs to you.

## 7. INFORMATION

- Information given on Booking Forms and on the Report Form completed at the end of your visit will be recorded in a computer file for accounting, management and statistical purposes.
- Cae Canol Centre may use this information for future publicity mailings unless you make a written request to the contrary.
- Information that you give to us will not be passed on to other organisations.

## 8. HOW TO CONTACT US

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| • Bookings Secretary | Cae Canol Centre, 44 Buckingham Road West, Heaton Moor, Stockport. SK4 4BA |
| • Phone              | 0161 442 9746  |
| • Email              | enquiries@cae-canol.org  |
| • Web                | www.cae-canol.org  |

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Registered Office: Hill View, Carrs Green, Inskip, Preston, PR4 0TJ

Cae Canol Centre is a company limited by guarantee, registered in England and Wales, No. 05648674

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