

# Bury Jubilee Outdoor Pursuits Centre Booking Form

Reg. Charity No.512292

<b>Please reserve places for the following:</b>			
<b>Name of Organisation:</b>			
<b>Registered Charity Number (if appropriate):</b>			
<b>Category of Group (tick as appropriate):</b>		<b>A</b>	<b>Bury based youth groups and organisations</b>
		<b>B</b>	<b>Youth / Educational Establishments outside of Bury</b>
		<b>C</b>	<b>Bury based adult groups, charities and organisations / Charitable organisations based outside of Bury</b>
		<b>D</b>	<b>Non Bury based adult groups and organisations</b>
<b>Arrival day and date:</b>			
<b>Departure day and date:</b>			
<b>Total number of nights:</b>			
<b>Approx arrival time*:</b>			
<b>Number in group – adults (over 25 yrs old):</b>			
<b>Number in group – youth (under 24 yrs old):</b>			

*\* Weekday arrival is not before 4 pm and departure no later than 12 pm. It may be possible to arrive earlier but this must be requested and confirmed with the bookings secretary – hirers are not to arrive earlier if this has not been pre-arranged. Weekend departure is by 4pm.*

Contact Information for Group	
<b>Name</b>	
<b>Address</b>	
<b>E-mail</b>	
<b>Mobile Number</b>	

Person Responsible for Group during Visit (if different to above):	
<b>Name</b>	
<b>Address</b>	
<b>E-mail</b>	
<b>Mobile Number</b>	

Payment	
<b>Deposit of £100 paid by (delete as appropriate):</b>	<b>Bank Transfer / Enclosed Cheque</b>
<b>Balance Owing (due 5 weeks before visit):</b>	£
<b>Signed:</b>	
<b>Date:</b>	

**Please ensure you complete page 2, bookings will not be accepted without page 2 being completed.**

Under COVID 19 it is a legal requirement for the Centre to collect contact details of all guests over the age of 16. A name and contact phone number is required (or email or postal address). These details will be held for 21 days, and only shared with NHS Test and Trace if requested by NHS Test and Trace.

<b>PLEASE ENTER CONTACT DETAILS FOR ALL GUESTS (OVER THE AGE OF 16 ONLY)</b>		
Ser	Name	Contact phone number or email address (or postal address if neither of these available)
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Please e-mail completed booking forms to [bookings@buryhostel.org.uk](mailto:bookings@buryhostel.org.uk) and make payment by bank transfer to: **Co-Op Bank, Sort Code: 08-92-99, Account Number: 65252440.**

Should you need to post the booking form and / or if paying by cheque, please send to **Chris Mills, 7 Holcombe Close, Springhead, Oldham OL4 4RW.** Cheques are payable to: **Bury Jubilee OPC** and write the Group Name and the dates of visit on the back.

A receipt will be sent. The full cost of the hire must be paid 5 weeks before arrival date. When the full amount is paid, a further receipt will be issued which will give confirmation of use and details of how to obtain the keys, and this receipt must be taken so as to obtain the keys from the caretaker. The hirer agrees that they will comply with and observe the **General Conditions of Hire** and the **Rules of the Centre** and warrant that the information given by them is correct.