



Denmark Farm Venue & Dormitory Booking Form 2014

Contact person / group leader:

Name: _____
Address: _____ _____
Postcode: _____
Tel.no: _____
Mobile: _____
e-mail: _____

Invoice to: (if different from Contact details)

Name: _____
Address: _____ _____
Postcode: _____
Tel.no: _____
Mobile: _____
e-mail: _____

Facility required	Date (s)	Start time	Finish time	No. of People	Refreshments	Total £ <small>Please refer to Denmark Farm Venue Hire Charges doc.</small>
Oak Room						
Training Room						
Whole Ground Floor						
Day Conference (10-30 people with catering)						
Main Dormitory – en suite (7 bed)						
Small Dormitory (1 single + 1 double bed)						
Third Dormitory (5 bed)						
Self-Contained Bunkhouse						
Towels - specify no. required						
Yurt (April – September only)						
Roundhouse						

Any other considerations or special requirements?.....

No. of cars requiring parking:.....Please tell us how you heard about us.....

- Cheque enclosed (payable to 'DFCC Ltd'): £.....or Purchase Order number:
- Please phone during office hours to pay by credit or debit card (NB. 1.25% charge for credit cards)
- You can also pay by BACS (contact us for our bank details).

Signed:.....Date:.....

Please ensure you read & understand the Terms & Conditions (overleaf) before you return this form

Terms and Conditions - Denmark Farm Venue & Dormitory Booking

1) **Payment**

Your booking is not confirmed unless FULL payment has been received.

2) **Cancellations**

If you cancel more than 4 weeks before the booking we will refund your fee less an Administration Charge of £20.

If you cancel within 4 weeks of your booking your fee is not refundable unless we have a replacement booking for the same date(s) or special circumstances apply. We reserve the right to decide whether the latter applies.

3) **Access**

If your arrival is planned outside of normal office hours (weekdays 9am to 5pm) please contact us a minimum of 2 weeks prior to your visit regarding access/keys, any special needs and refreshments.

Dormitories and bunkhouse are available from 4pm on the arrival day until 10am on the departure day. Those booking dormitory beds only will be expected to vacate the premises between 10am and 4pm, as others users require the facilities during the day.

4) **Parking**

Please encourage visitors to lift-share, where possible. If your group arrives in a large number of vehicles, you must delegate one person to be responsible for supervising parking.

All vehicles must be parked on the yard, and NOT on the road outside Denmark Farm.

5) **Fire Precautions**

Please make your group aware of fire notices, fire exits and the location of fire extinguishers.

The assembly point is outside in the car park.

6) **Sustainability**

Please recycle where possible. Appropriate receptacles and guide notes are provided for this.

Please ensure lights & portable heaters are not left on when rooms are not in use, or taps left running.

7) **Accommodation**

All bedding is provided if you are staying in the dormitory. Please strip the beds before you leave and place bedding in the receptacle provided. Towels are not provided unless ordered in advance.

There is a fully equipped kitchen for your use. Please provide all your own food, including milk for breakfast cereals. We provide refreshments (tea, coffee etc.) during Denmark Farm courses.

If using the Self Contained Bunkhouse there is use of a basic galley kitchen with fridge, sink, microwave, 4 ring gas hob/grill (no oven) and utensils etc. There is a TV & DVD player & firewood is provided for the wood burner.

8) **Cleaning**

Please leave all facilities in a clean and tidy state, otherwise it will be necessary to charge you for the additional cleaning costs.

9) **Firewood/Fires**

Fires are not permitted outdoors; a portable charcoal burner (firewok) is available upon request for a small charge.

The stove in the Yurt must be attended at all times.

Please note that wood may not be taken from around Denmark Farm nature reserve to use on fires, please leave lying and piled wood undisturbed and only use wood provided for the yurt. Thank you.

10) **Smoking**

No smoking is allowed inside the centre and outbuildings. Please smoke away from doorways and pick up all cigarette butts; a receptacle is located on the noticeboard in the car park.