

## GROUP LEADERS TICK LIST

To enable our small bookings team to fully resource your requirements please use this Tick List to organise your trip.

Element	Timescale	Information required	TICK
Activities	Within 14 days	<p><b>PACKAGE BOOKING:</b> If you've booked a fully-inclusive package then we will automatically organise an activity programme for you, no further action is required.</p> <p><b>BESPOKE BOOKING:</b> If you haven't informed us of the activities you'd like to do, please look at the brochure attached and let us know your choices within 14 days. Please note that all activities are subject to availability of instructors so the sooner you book the better.</p>	
Transport Arrival time Late check-in	As soon as possible	<p>When arranging transport for your visit, please respect the following arrival and departure times when our staff are available to check you in and welcome you.</p> <p><b>Midweek arrival:</b> from 11.30am</p> <p><b>Midweek departure:</b> after final activities (vacate rooms/tents after breakfast)</p> <p><b>Weekend arrival:</b> 4pm-5pm Friday (for Group leader at least)</p> <p><b>Weekend departure:</b> lunch time Sunday</p> <p>Note: Arrivals after 5pm must be agreed with us and will be subject to a late check-in fee of £35 as we have to pay overtime to our staff.</p>	
Final Numbers	No later than 2 months before visit	Inform us of your final numbers no later than 2 months before your visit. The number we have on your booking at this time is what you'll be charged for. Please note that within 2 months of your visit cancellations charges will apply as stated below and in our Terms & Conditions.	
Catering	No later than 1 month before visit	If you require catering, please ensure it has already been added to your booking and return the attached catering form with meal choices & dietary information.	
Sleeping Arrangements	No later than 1 month before visit	<p><b>THE OLD VICARAGE:</b> Please complete the sleeping arrangements form so that our Housekeeper can order bedding and prepare your rooms.</p> <p><b>CAMPING:</b> This form is not required</p>	

<b>Final Payment</b>	No later than 1 month before visit	We will send you a final invoice 2 months before your visit and the balance should be paid no later than 1 month before your visit.	
<b>Medical Forms</b>	Bring with you	<b>IMPORTANT:</b> If you are participating in our activities you <u>must</u> obtain a completed medical form (as attached) for every member of your group, including leaders. Please have these forms ready to hand over upon arrival. We do need to keep them, so ensure you have your own copies as well.	
<b>Medical Cover sheet</b>	Bring with you	<b>IMPORTANT:</b> If you are providing medical forms please review them carefully before your visit and complete the attached summary sheet so that our instructors can see any issues or concerns at a quick glance upon arrival.	

### FURTHER INFORMATION

The following information is available to view or download on our website [www.vinehilladventure.org](http://www.vinehilladventure.org)

- Safeguarding Policy
- Kit List for residential & activities
- Full Terms and Conditions
- Insurance & Accreditations
- Risk assessments

### CANCELLATION POLICY

Please note we can be flexible around numbers or changes to your booking up to 2 months before your arrival date and your deposit will be allocated against your whole booking up to then.

Within 2 months of your visit cancellation charges will apply as below

- All deposits are non-refundable and non-transferable
- For booking cancellations or a reduction in numbers within 2 months of your visit you'll be liable for 50% of the 'per head' cost for each cancelled place
- For booking cancellations or a reduction in numbers within 1 month of your visit you'll be liable for 100% of the 'per head' cost for each cancelled place

**We recommend you take out cancellation insurance if you have any concerns.**