



Biblin's Log Cabin Booking Form 2012

See changes to conditions of booking & use

www.forestry.gov.uk/biblin's

Before completing this form please refer to the conditions of use set out in the brochure and overleaf

Name of Group		
Name of Leader		
Name of Contact		
Address of contact		
Postcode		
Daytime Tel.		
Home Tel.		
e-mail.		
fax		
Booking Category (see overleaf for details)		
Date of arrival (weekday Mon 9am-Fri 4pm) (weekend Fri 6pm-Sun 6pm)	Day:	Month: 2012
	Time:	
Date of departure	Day:	Month: 2012
	Time:	
Group Details	Female Leaders	Male Leaders
	Females	Males
Age group		
Canoe Launch fees @ £1.50 per boat	boats	£
Firewood at £10 per night or £40 per week	fires	£
Cars @ £2 per car per visit	cars	£
Total fees due (£220pn) (see price list overleaf)	nights	£
Deposit enclosed (see booking conditions overleaf)		£
Please sign to acknowledge that you have read the safety information and the conditions of use.	Signature	<u>I will/will not</u> require cleaning

Cheques made payable to FORESTRY COMMISSION

FOR CONFIRMATION PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE WITH BOOKING FORMS AND SEND TO ADDRESS OVERLEAF.

Booking Charges (including VAT)

Bookings are for 4 weekdays or Fri & Sat or a combination of both

Booking Category		Price
A Mar - Oct	Educational or Voluntary Group	£220 per night (including VAT)**
B Mar - Oct	Business/Profit making	£280 per night (including VAT)
Deposit for 2 nights		£50
Deposit for 4 nights		£100
Deposit for 4 nights +		25% of total fees
Cleaning Charges for 2012. You will be invoiced according to the schedule attached form £30 to £120 ** Scout troops and others willing to undertake extra agreed duties may reduce the cost.		

Booking Conditions

1. Bookings can only be accepted on an official booking form.
2. Bookings by telephone or email are held for 7 days and confirmed on receipt of an official booking form and deposit.
3. All bookings are accepted on the understanding that in the case of an emergency (health and safety etc.) the cabin may be closed at short notice. The Forestry Commission will endeavour to provide as much notice as possible but cannot take responsibility for any expenditure incurred other than the initial booking fee, which will be refunded in full. It is strongly advised that groups consider taking out insurance cover for this type of incident.
4. In case of a cancellation, it is necessary to give written notice and your deposit will be retained. If you should have to cancel with less than 28 days notice, you will be liable for the full balance of the charges if we cannot re-book the cabin.
5. Groups will be invoiced at the end of the visit for the remainder of the fees. The deposit will be deducted from the final bill if the cabin is left clean and tidy.
6. A bill for any loss or breakages will be included with the final bill. All groups should note any damage or deficiencies on arrival at the bunkhouse and report them immediately.

Conditions of Use

1. Only bona fide Youth Groups will be permitted.
2. The Cabin must be left thoroughly cleaned as per the schedule. You will be invoiced for any cleaning required to make it acceptable to the next group so please report immediately any unacceptable mess on your arrival.
3. Groups are expected to comply with national legislation and their own governing body regulations concerning adults working with young people and taking part in adventurous activities.
4. No alcohol should be brought to, consumed on the premises or on the campsite.
5. Smoking is not allowed in the building.
6. Quiet time 2300 to 0700.
7. The generator should not be run during the day or after midnight.
8. Parking is chargeable if access to launching point is required.
9. Camp fires are permitted on the designated hearths only.
10. Canoe launch/landing is only permitted at the designated launch point.
11. On departure day the cabin must be cleared by the designated time.
12. No pets are allowed in the bunkhouse.
13. All rubbish/waste should be left at the appropriate disposal point.
14. Firewood for the wood burning stove is free, but needs to be processed, please bring a saw and axe.

Safety and Security Information

All leaders should be aware that the bunkhouse is on the bank of the River Wye, that there is a small cliff behind some of the fields of the campsite and there is a gated mine entrance on site. Groups therefore need to be briefed and under suitable supervision.

Vehicular access to the site is controlled by a barrier at the start of the access track. Users are given the combination code to this barrier on booking and are asked to keep the barrier locked.

Please return this booking form with your deposit

**The Manager, Biblins Youth Campsite, The Doward, Whitchurch, ROSS-ON-WYE,
HR9 6DX 01600 890850 (Please leave a message) biblins@btconnect.com**

Please print off and take with you to camp, also see cleaning charges attached.



Biblins Log Cabin Cleaning Schedule 2012

PLEASE COMPLETE AND RETURN TO THE SITE MANAGER BEFORE DEPARTURE. PLEASE BE AWARE THAT IF THE CABIN IS NOT SATISFACTORILY CLEANED YOU WILL INCUR A CLEANING CHARGE OF £30-£120

KITCHEN	TIME	PERSONS	TICK
Wipe all surfaces, and shelves.	1hr	4	
Clean all kitchen utensils, pots, pans, etc.			
Wipe out fridge and freezer			
Wipe any marks off the wall.			
Clean cooker, top, oven and grill	1hr	1	
DINING AREA			
Wipe all table tops, benches and seating	1hr	6	
Clean out wood-burner. Remove any spare timber back to the wood stack on the campsite. Put cold ashes in the rubbish skip.			
Mop the floor			
DORMITORIES	1hr	6	
Move all mattresses, hand brush all bunks			
Wipe mattresses			
Wipe all window ledges			
Mop floor			
Hoover carpet			
STAFF DORMITORIES	1hr	2	
Move all mattresses, hand brush all bunks			
Wipe mattresses			
Wipe all window ledges			
Hoover carpet			

TOILETS AND SHOWERS	TIME	PERSONS	TICK
Wash all hand basins	1hr	4	
Clean and disinfect all toilet pans and urinals			
Empty waste bins			
Mop floor			
OUTSIDE AREA	1hr	4	
Brush all paths and fire escape			
Pick up all rubbish on grounds			
Check all rubbish is enclosed in the skip, collapse all boxes and squash all tins. Clear all rubbish from around skip.			
FURNITURE	15min		
Return any furniture you have moved to its original room			

PLEASE REPORT ANY FAULTS URGENTLY

CLEANING CHARGES

If you know beforehand that cleaning might be an issue for your group then please arrange for the appropriate level of cleaning service required for your group. The site staff may be available to offer a quick mop and vacc for around £30 or a full clean through for £50-£60.

If the log cabin is left dirty on your departure the warden will arrange for a cleaning company to visit before the arrival of the next booked group and an invoice will be sent to you based on the charges below.

	Quick Clean (you left it tidy)	Thorough Clean
Dorms and Main Hall	£20	£40
Kitchen area	£5	£20
Cooker and pans	£5	£25
Toilets	£10	£20-£30
Shower	£5	£15