

Shortenills Centre Residential visits Application Form 2011-2012

Shortenills is very popular and regarded as good value for money so please be as flexible as possible in the weeks you will accept to allow us the best chance of being able to offer you a booking.

School/Organisation Contact name				
Address & postcode				
Telephone		email		
Size of group		year group		
Weekday booking / weekend booking (delete as applicable)				
Month preferred (we cannot always meet your request)	1 st choice		weeks you cannot accept	
	2 nd choice			
	3 rd choice			

Booking Procedure and Payment Schedule

- Booking form, expressing an interest, received from your school
- Offer of booking made in writing by Shortenills
- School accepts booking in writing, booking confirmed by Shortenills
- Deposit taken by Shortenills – this will be around 10% of full cost
- School is contacted by Shortenills to arrange programme planning session at the school or the Centre (this is at least one term ahead)
- The term before the visit more detailed information will be sent to the school
- An interim payment of a further 10% will be taken at an agreed date prior to the visit
- Final invoice is issued on completion of the visit

Cancellation

This is a rare event but should any school need to cancel then it should be made in writing and we would welcome as much notice as possible, so there is every chance of replacing your booking. The deposit is not refundable.

Headteacher's signature

I have read the booking procedures, and the payment and cancellation policy (above) and I would like to request a booking at Shortenills Centre:

Signature:

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Return to: Shortenills Centre, Nightingales Lane, Chalfont St Giles. HP8 4SG

Tel/fax : 01494 872288 email: Shortenills@buckscc.gov.uk

Forms are also available on our web site www.buckscc.gov.uk/shortenills