

# School Groups

## Residential Charges from May 2017 to April 2018 (VAT charged)



Weekend	Mid-Week
Friday 4pm until 2pm on Sunday	Monday 4pm until 10am on Friday
<p><b>High Season – March to September</b>  <b>£104.00</b> (excluding VAT)                      1 Free adult for every 10 paid youth places</p> <p>Minimum of 20 paid places                      Deposit required:-                      Within 1 year - £25 per person                      Over 1 year - £100 now and the remaining deposit paid                      12 months before arrival</p> <p><b>(£52.00 PPPN)</b></p>	<p><b>High Season – March to September</b>  <b>£208</b> (excluding VAT)                      1 Free adult for every 10 paid youth places</p> <p>Minimum of 25 paid places                      Deposit required:-                      Within 1 year - £25 per person                      Over 1 year - £100 now and the remaining deposit paid                      12 months before arrival</p> <p><b>(£52.00 PPPN)</b></p>
<p><b>Low Season – October to February</b>  <b>£90.00</b> (excluding VAT)                      1 Free adult for every 10 paid youth places</p> <p>Minimum of 15 paid places                      Deposit required:-                      Within 1 year - £25 per person                      Over 1 year - £100 now and the remaining deposit paid                      12 months before arrival</p> <p><b>(£45.00 PPPN)</b></p>	<p><b>Low Season – October to February</b>  <b>£180</b> (excluding VAT)                      1 Free adult for every 10 paid youth places</p> <p>Minimum of 15 paid places                      Deposit required:-                      Within 1 year - £25 per person                      Over 1 year - £100 now and the remaining deposit paid                      12 months before arrival</p> <p><b>(£45.00 PPPN)</b></p>
<p><b>Day Conference</b></p> <p><b>£20</b> (excluding VAT) PP includes activities and lunch  <b>£25</b> (excluding VAT) PP includes activities, lunch and supper                      No free places                      Programme and times to be discussed with Beacon Managers</p>	
<p><b>Minimum Paid Places</b>  <b>NB you can bring fewer than the minimum number so long as you are prepared to pay the minimum place charge</b></p>	
<p>Bursaries may be available in special circumstances. Please put all requests in writing to the Beacon Manager.</p>	



The Beacon Activity Centre is part of the Lee Abbey Fellowship, which is a registered company number 4428897 and charity number 1094097, and a member of the Lee Abbey Movement, registered company number 4428832 and charity number 1094098.

The Beacon Activity Centre  
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# Beacon Booking Conditions



- **Exclusive use** of the Beacon accommodation and facilities is available for groups of 35+. Accommodation is available for occupancy from 4pm on the day of arrival and should be vacated by 10am on the day of departure (2pm on Sunday).
- **Accommodation:** It is possible to accommodate up to 46 people in bunk-bedded accommodation across 15 bedrooms.
- **Provisional bookings** can be made by phone or in writing and will be held for a maximum of 30 days from the date of acceptance.
- **Deposit:** Based on minimum numbers, a deposit of £25 per person is required with all bookings and should be returned with the booking form. Deposits are NON REFUNDABLE. In the case of a booking made more than one year in advance a deposit of £100 can be paid and the remaining deposit paid six months before arrival. However, should the booking be subsequently cancelled then the full deposit is due.
- **Confirmed bookings:** A booking is only considered confirmed on receipt of a completed booking form and deposit.
- **Cancellations:** We regret that charges are applied for all cancellations. The charges (per person cancelling) are as follows:
  - Within 6 months of arrival 50% of full fees
  - Within 3 months of arrival 75% of full fees
  - Within 1 month of arrival 90% of full feesNo refund can be made after that date.
- **Cancellation policy:** We do not enjoy charging a cancellation fee. However, due to high overhead costs, we regret that we have to charge you should you have to cancel for whatever reason. These charges apply in all cases. Therefore, we strongly recommend that holiday cancellation insurance be obtained and that schools/groups make parents aware of this policy.
- **Balance of payment** is required one month prior to arrival. Cheques must be made payable to 'Lee Abbey'.
- **All group members** must be fit and healthy and have completed a pre-registration and medical form. It is **essential that these forms are returned to the Beacon at least two weeks prior to your visit.**
- **Special diets:** The catering team are happy to cater for those on vegetarian diets and will try and cater for those needing a special diet for medical reasons. If the dietary information form is not returned two weeks prior to the visit then we may be unable to cater for those diets requested.
- **Leaders and staff** of visiting groups are reminded that they are in sole pastoral charge of their students/young people at all times when attending the Beacon Centre. Leaders and staff are not required to participate in activity sessions but they are expected to attend them.
- **Bed allocation:** When numbers are confirmed we will send out a room plan showing which rooms are available for your group to use. Please return this list two weeks before your visit.
- **Liability:** The Beacon is covered by Public Liability Insurance. Groups requiring Personal Insurance cover are advised to take out their own insurance.
- **Smoking:** Smoking is prohibited in the Beacon and its immediate surroundings.
- **Drugs and alcohol:** Inappropriate drug and alcohol use will not be tolerated and the centre reserves the right to terminate the stay of any individual or group whose actions have a negative impact on other guests or centre staff.
- **Damage:** The school or group making the booking may be responsible for the cost of replacement and/or repair for any damage or loss caused by members of their group to the centre's equipment and/or property.
- **Termination of bookings:** The centre reserves the right to terminate a group booking by groups not meeting the above conditions.



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# Booking Form for School Groups



## School Details

School name .....

Name of headteacher and/or group leader .....

Address .....

.....

..... Postcode .....

Telephone .....

Office email .....

Group leader's email .....

## Booking Dates and Arrival Times

Arrival date ..... Approximate time .....

Departure date ..... Approximate time .....

NB Please note the following arrival and departure times:

Arrivals: Please do not arrive before 4pm (except by arrangement)

Departure: 10am weekdays or 2pm on Sundays (except by arrangement)

## Total Number of Places Required

We advise you to book for the minimum number you can confidently anticipate bringing and then to increase your numbers nearer the time (subject to availability) if required.

Young people ..... Adults .....

Age range of young people .....

## Declaration

On behalf of the above named school, I hereby apply to book the Beacon Activity Centre. I confirm that I have read, understood and agree to observe the centre's booking conditions as printed overleaf and will meet the required charges when invoiced:

Full name .....

Signed ..... Date .....

I enclose a (non-refundable) deposit of £.....(cheques payable to 'Lee Abbey')



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