



The Beacon Activity Centre
Lee Abbey
Lynton
North Devon
EX35 6JL

Tel: 01598 754228

Email: beacon@leeabbey.org.uk

Web: www.thebeaconactivitycentre.org.uk

SCHOOL GROUPS from May 2024 to April 2025 (VAT charged)

Residential Stays

Weekend

Friday 4pm until 2pm on Sunday.

High Season March to September
£120 (excluding VAT) (**£60 PPPN**)

3 free adult places for groups \geq 25

Minimum of 25 paid places

Low Season – October to February
£100 (excluding VAT) (**£50 PPPN**)

2 free adult places for groups $<$ 24

3 free adult places for groups \geq 25

Minimum of 20 paid places

Mid-Week

Monday 4pm until 10am on Friday

High Season – March to September
£240 (excluding VAT) (**£60 PPPN**)

3 free adult places for groups \geq 25

Minimum of 25 paid places

Low Season – October to February
£200 (excluding VAT) (**£50 PPPN**)

2 free adult places for groups $<$ 24

3 free adult places for groups \geq 25

Minimum of 20 paid places

(NB You can bring less than the minimum number so long as you are prepared to pay the minimum place charge)

Payments:-

A deposit of £100 is required to confirm the booking along with a completed Booking Form, a further deposit of £1000 for High Season bookings or £600 for Low Season bookings will be required 6 months prior to arrival with the final balance due to be paid 28 days before arrival.

Bursary Funding may be available.

Please contact us at the Beacon Reception to find out more information about how to apply.

School Day Visits

Activities - £25pp (excluding VAT)

Activities and Lunch - £30pp (excluding VAT)

Activities, Lunch and Dinner - £35pp (excluding VAT)

1 adult free per 12 full paying guests



BOOKING FORM

Please return to: The Beacon Activity Centre, Lee Abbey, Lynton, EX35 6JJ

About your group

- Name of School or Group
- Name of Group Leader
- Address.....
.....
..... Post Code.....
- Telephone numbers.....
- Email
- Name of person to contact re invoices & payments
- Email address to send invoices and payments to

Booking Dates and Arrival Times

- Arrival date Approx Time
- Departure date..... Approx Time

NB Please note the following arrival and departure times:

Arrivals: Please do not arrive before 4pm **Departure:** 10am weekdays or 3pm on Sundays (except by prior 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.

*Final numbers will be required **3 months** before the trip.*

- Young People Adults School year group(s) or ages of pupils

Declaration

On behalf of the above named organisation, 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 deposit of £100 (non-refundable) Cheques made payable to Lee Abbey Fellowship
- I have made arrangements for a BACS payment of a deposit of £100 (non-refundable)
Sort Code: 60 06 03 Account Number 58688218 please quote group name or invoice number when making payments.

On completion we strongly recommend you photocopy all pages of this form before returning it with the required deposit.

Beacon Booking Conditions

- **Exclusive use** of the Beacon accommodation and facilities is available for groups reaching the minimum group size. We occasionally need to provide accommodation for peripatetic Beacon Instructors or our Training Advisor; if this is the case, we will always let you know before arrival.
- **Accommodation:** It is possible to accommodate up to 40 people in bunk bedded accommodation across 15 bedrooms (with two of these rooms as single rooms). 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) *unless otherwise agreed with the Beacon ahead of arrival.*
- **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.
- **Confirmed Bookings** A booking is only considered confirmed on receipt of a completed booking form and a deposit of £100. Details of how to pay the deposit are including on the Booking Form which can be downloaded from our website. Deposits are NON REFUNDABLE.
- **Payments:** A further deposit of £500 will be requested six months prior to the visit. The remaining balance must then be paid 28 days prior to arrival. We recognise that for some Local Authorities or Academy Trusts payment can take a while, so we do appreciate being informed by the particular school when a payment has been requested by them to be made.
- **Cancellation Policy:** We do not enjoy charging for cancellations. 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. The following charges are applied for all cancellations. The charges (per person cancelling) are as follows:

Within 6 months of arrival date	50% of full fees
Within 3 months of arrival date	75% of full fees
Within 1 month of arrival date	90% of full fees

Full fees are payable after that date.
- **All group members** must be fit and healthy and have completed a pre-visit Information and Consent 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 or vegan diets and will try and cater for those needing a special diet for medical reasons. **It is essential that the Dietary and Medical Summary Information Form is returned to the Beacon at least two weeks prior to your visit if we are to be able to cater for special diet requests.**
- **Leaders and staff** of visiting groups are reminded that at all times they are in sole pastoral charge of their students/young people when attending the Beacon Centre. Leaders and staff are not required to participate in activity sessions but they are expected to attend them. During 'Free Time' we request that leaders and staff supervise the children in the spaces they choose to use ie The Cave, the Football Pitch, the Tennis Courts.
- **Liability:** The Beacon is covered by Public Liability Insurance. Groups requiring Personal Insurance cover are advised to take out their own insurance.
- **Smoking and Vaping:** Smoking and vaping are both prohibited in the Beacon and its immediate surroundings.
- **Drugs and Alcohol:** Inappropriate drug and alcohol use will not be tolerated and the Beacon reserves the right to terminate the stay of any individual or group whose actions have a negative impact on other guests or the Beacon staff.
- **Damage:** The school or group making the booking may be responsible for the cost of replacement and/or repair of any damage or loss caused by members of their group to the Beacon's equipment and/or property.
- **Termination of bookings:** The Beacon reserves the right to immediately terminate a group booking by groups not meeting the above conditions.