

BOOKING GUIDE

FOR SCHOOL OR YOUTH TRIP ORGANISERS

Tips & Info
for
Organisers

**PUPILS /
YOUTH
MINIMUM
AND
MAXIMUM
NUMBERS**

**BOOKING
AND
FINANCES**

**RUN UP
&
DAY
GUESTS**

MINIMUM:

Please confirm numbers which you are confident in attending

MAXIMUM:

We will keep a note of that but we cannot always guarantee to be able to accommodate this number.

INCREASE:

We try our best to accommodate any increase. However it is important that you contact us and check availability for any increase in your numbers, as we reserve the right to fill any vacant spaces, unless you have booked sole use of the centre.

The latest confirmed number in writing will replace the number on the booking form.

WRITING:

Any cancellation/ reduction and increase in numbers must be made in writing.

You must ensure that you have travel/ events or school trip insurance to safeguard yourselves or the school against any possible loss.

TENTATIVE TO CONFIRMED BOOKING

Please sign the booking form and pay the deposit within 14 days according to your minimum numbers of £20 per person.

COMMITMENT:

We suggest that you obtain a firm commitment from your students/ pupils/ youth, plus an understanding of any cancellation of the individual booking.

PAYMENT PLAN:

Perhaps you could set up a payment plan to meet the cost of your trip.

PAYMENT DUE DATES

DEPOSIT:

14 days after receiving paperwork

MAIN INVOICE:

4 weeks before your stay

SUPPLEMENTARY INVOICE:

Before arrival

CLOSING INVOICE:

Due immediately

GUEST INFORMATION PACK

Our Duty Manager Team will take care of you during your stay here, so they will send you our info pack around 4-6 weeks before your trip.

This pack includes information about allocated bedrooms, day visitors, event room set up and dietary requirements. Please make sure that you will send it back at the requested date.

CONFERENCE/ EVENT ROOM

We will allocate a conference/ event room which either has been discussed at the time of the booking or which will be suitable for the size of the group.

If you request a room which is larger than for your size intended we reserve the right to make an additional charge for the larger room.

DAY GUESTS

We are happy to welcome day guests in addition to your residential trip.

NUMBERS:

Please be aware that they need to be booked with us and be part of your guest list prior to your trip.

SIGN IN:

You guests must sign in on arrival and out when leaving.

TERMS AND CONDITIONS:

Day Guests are subject to the same terms and conditions and site rules.

CANCELLATION CHARGES RESIDENTIAL AND DAY GUESTS

Within 16 weeks
(26 weeks sole use)
of the start of stay

50%

Within 8 weeks
(26 weeks sole use)
of the start of stay

75%

Within 6 weeks
(26 weeks sole use)
of the start of stay

100%

The cancellation charges refer to the original quote.
Please refer to Booking Conditions 6 for full information.



Sole use of the Centre:
Weekend: 120 paying pupils / youth
Midweek: 100 paying pupils / youth



Weekend single bedroom occupancy
surcharge: 20% of the full adult fee.
Subject to availability.



Any questions? Please contact us

☎ 01604 493111 @ enquiries@kingspark.org.uk

King's Park Sports & Conference Centre
Kings Park Road, Northampton, NN3 6LL

www.acuk.net