



BIRCH LODGE BOOKING FORM



Bedroom 1 – 1 King size bed (can be split into 2 singles upon request)
Bedroom 2 – 1 King size bed (can be split into 2 singles upon request)
Sofa bed in lounge if required (bedding provided)
Cannot accommodate Hospital bed & hoists in this lodge
No pets permitted.

Please complete this form giving as much information as possible and return along with "Details of Occupancy" form and the Terms and Conditions of Hire duly signed.

Name: Mr / Mrs / Ms / Miss _____

Address: _____

Post code: _____

Landline ☎ : _____

Moblie ☎ : _____

(please provide, in the event we need to contact you on your day of arrival)

Email : _____

Arrival Date: _____ Departure Date: _____

Anticipated arrival time _____

(Earliest check in time is 3pm. Please contact Reception if you will be arriving after 5pm as we will need to pass on important information on how to access your lodge and keys).

Number of vehicles: _____ Registration number(s): _____

We have equipment available for hire during your break if required.

(Subject to availability. Please also note that there will be an additional charge, please see enclosed tariff sheet).

Total number of adults staying in lodge (aged over 18 years): _____

Total number of children under 18 years: _____

Total number of children aged 2 and under: _____

Please specify below if you wish to hire any additional equipment:

High chair / Cot *(please supply your own travel cot bedding)*

Do any guests have any disabilities? _____

Please specify below if you wish to hire any additional equipment:

Commode / Mobility Scooter / Shower chair

How did you hear about our Forest lodges?: Leaflet / Website / Search Engine /

Other: _____ Are you a return visitor? Yes No

In the future, we would like to send you details of our lodge break offers. Please tick if you **do not** wish to receive . We will not pass your details to any third parties.

Rosliston Forestry Centre, Burton Road, Rosliston, Derbyshire, DE12 8JX, England
01283 563483 or 01283 519119

<http://www.roslistonforestrycentre.co.uk> / www.roslistonforestlodges.co.uk

TERMS AND CONDITIONS OF HIRE

Your lodge will be ready for you to check in from **3pm** on day of hire and the latest checkout time is **10am** on day of departure, unless prearranged with the management.

Initial enquiries/bookings taken over the telephone or by post will only be confirmed on receipt of a completed and signed **Booking Form, Details of Occupancy Form and deposit.**

Please refer to the current tariff sheet. A deposit of 25% will be required on booking with the balance payable six weeks prior to the hire date.

Full payment is required at the time of bookings if there is less than six weeks before the commencement of the hire.

PLEASE NOTE THAT ALL DEPOSITS ARE NON REFUNDABLE. We advise that you take out holiday insurance to cover you for any loss of monies should you be unable to use your booking.

A booking confirmation receipt must be presented at Reception on arrival, before occupancy and issue of lodge keys.

A maximum of 2 dogs allowed in Cedar and Oak Lodges ONLY, and dogs must be kept on lead at all times around the vicinity of the cabins. Dogs are permitted in the park, but must be under control at all times and on a lead when on surfaced paths. Please make use of the dog litter bins, which are clearly marked on the centre's site map.

A **No Smoking** policy exists within the cabins for the comfort of all future hirers.

Please note all bed linen and towels are provided in each lodge.

It is kindly requested that guests please strip the linen from all beds before departing the lodge. Thank you.

We also provide complimentary eco friendly washing up liquid, washing powder, dishwasher tablets and surface cleaner. We encourage that you recycle where possible and provide coloured recycling bags for you to use.

Cabin guests are requested to follow environmental practices as per arrival pack found in cabins.

Please note the area around the cabin has limited lighting so we recommend you bring a torch for your safety.

During wet or icy conditions, the decked area around the lodge can become very slippery. For your own safety, we recommend that you walk on the rubber matted areas.

Cabin guests must familiarise themselves with and adhere to all fire precaution instructions and restrictions posted and displayed within the cabins.

Use of fireworks, bonfires and Chinese lanterns is prohibited. Only use of the barbeques provided with your cabin is permitted and must be positioned a safe distance from the cabins and decked areas when in use. Guests are to provide coals and tools.

The management will not hire cabins to all female or all male parties, except those approved by the management.

Please take care of our properties. You are responsible for any breakages or damages which you cause to the accommodation or its contents. Please report these as soon as they occur. We do not normally charge for minor breakages, but we may send you an invoice for repair or making good if the damage or breakage is significant, and we may make an additional charge.

DECLARATION: I have read and agree to accept the terms and condition of booking. I am over 18 years of age and agree to be wholly responsible for the balance of the rental of the cabin to be paid six weeks before occupancy, or on booking if less than six weeks. **I agree to leave the cabin in a clean and tidy condition and be responsible for any damages and breakages caused over the hire period.**

Signature _____ Date _____

Please return this form with your deposit. Cheques made payable to: - South Derbyshire District Council

It is also possible to pay via direct bank transfer. Please use the following: Sort Code: 20-63-36 Account Number: 60564869. Please indicate if you have chosen to pay by this method and also the date the money was transferred.

A booking confirmation receipt will be sent on clearance of remittances.

Please contact us on 01283 563483 if there is any aspect of cabin hire and its amenities that you are unsure of, and we will do our best to provide a solution.

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Details of Occupancy

This form **must** be completed and returned along with your Booking Form before any booking can be accepted. Thank you.

Lodge Name:..... Date of arrival:.....

Full Names of Guests	Ages if under 18 yrs	Nationality

(This information will not be divulged to a third party)