



## GANAWAY TRAINING AND ACTIVITY CENTRE

268-270 Ballywalter Road, Millisle, Co.Down, BT22 2LZ

Ganaway Telephone:02891861297, BB House:02890324853. Email:ganawaycentre@btconnect.com

Web Site: www.ganaway.co.uk

### RESIDENTIAL BOOKING FORM

<b>GROUP:</b>		<b>INVOICE NO.</b>
<b>Leader in Charge (Name):</b>	_____	
<b>Address:</b>	_____	
<b>Telephone Number (Home &amp; Mob.):</b>	_____	
<b>Email Address:</b>	_____	

<b>Arrival/Departure Dates</b>	<b>Estimated Arrival/Departure Time</b>	<b>Group Numbers</b>
<b>Arrival Date:</b>	<b>Arrival Time:</b> _____ <b>am/pm</b>	<b>Male:</b>
<b>Departure Date:</b>	<b>Departure Time*:</b> _____ <b>am/pm</b>	<b>Female:</b>

\*Please note – Groups must vacate their accommodation by 12.00pm on the date of Departure.

### ACCOMMODATION

ACCOMMODATION BLOCK	BED SPACES Max No's (Min No's.)	Weekend Prices (PPPN) Youth / Adult	Mid-Week Prices (PPPN) Youth / Adult	Min Charge per night (W'end /Mid)	No. of Nights	No. of Guests	Cost
MILLENNIUM CENTRE	46 (23)	£16.00/£18.00	£14.00/£16.50	£360.00/£325.00			
BIRCH LODGE	18 (10)	£14.00/£16.50	£13.00/£15.50	£140.00/£130.00			
OAK LODGE	18 (10)	£14.00/£16.50	£13.00/£15.50	£140.00/£130.00			
ASH COTTAGE	16 (10)	£14.00/£16.50	£13.00/£15.50	£140.00/£130.00			
THE LOFT	14 (08)	£14.00/£16.50	£13.00/£15.50	£112.00/£100.00			
OUT POST	8	£13.00/£14.50	£12.00/£13.50	N/A			
CAMP#	100	£5.00	£4.00	N/A			
BEDDING*	-	£3.00	£3.00	-			

\*Please note bedding is charged at £3.00 per visit and must be pre booked.

#Please note – Tent Hire from Ganaway Activity Centre is £10.00 per tent per night.

### FULL BOARD – Accommodation and Catering

ACCOMMODATION	Weekend Per Person (i.e. 2 nights, 5 meals+2 suppers)	Mid-Week Per Person (i.e. 2 nights, 5 meals+2 suppers)	No. of Nights	No. of Guests	Cost
	YOUTH - ADULT	YOUTH - ADULT			
Millennium Centre	£67.00 - £80.00	£64.00 - £77.00			
Oak, Birch,Loft & Ash	£64.00 - £77.00	£62.00 - £75.00			

Please contact us if you require a bespoke catering package.

### CATERING

<b>Day Group – Morning Coffee and Lunch (2 courses)</b>	<b>£12.00 per person</b>	
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Please contact us if you require a bespoke catering package.

### TOTAL CHARGES

<b>Total Estimate of Guests /Costs</b>	£
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### FACILITIES\*

<b>Arena</b> (Large Sports Hall)	
<b>Sports Hall</b> (Small Sports Hall)	
<b>Games Room</b> (Snooker Table)	
<b>Beacon</b> (Conference Facility)	
<b>Central Kitchen</b>	

\*Please tick if you wish to use any of these facilities. Contact Ganaway or BB House for prices.

Please Note – While the sports hall and games room are part of the Millennium Centre they require separate bookings. They are also available to other users of the centre (if requested) at agreed times.

I have read and agree to abide by the conditions set out under 'Indemnity and Insurance'. A deposit of £100.00 is required for the Millennium Centre and £50.00 for each of the other accommodation. Deposits are Non-returnable for cancellations made less than 8 weeks before a booking. Cheques make payable to 'The Boys Brigade' Signed \_\_\_\_\_ Date \_\_\_\_\_

For Official Use: BB House Staff.

Date Received	Details Issued	Date Confirmed	Deposit Received	Balance Due	Receipt No.

**Please return to: BB House, 14  
May Street, Belfast, BT1 4NR**



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### ACTIVITY BOOKING FORM

<b>GROUP:</b>		<b>INVOICE NO.</b>
<b>Leader in Charge (Name):</b>	_____	
<b>Address:</b>	_____	
<b>Telephone Number (Home &amp; Mob.):</b>	_____	
<b>Email Address:</b>	_____	
<b>Date(s) Requires:</b>	_____	

<b>Number of Staff</b>	<b>Male</b>	<b>Female</b>
<b>Number of Participants</b>	<b>Male</b>	<b>Female</b>
<b>Total</b>	<b>Male</b>	<b>Female</b>
	<b>Total:</b>	
	<b>Age Range:</b>	<b>to</b>

Before completing this form the programme of activities should be agreed with the Centre Staff at Ganaway Activity Centre. Remember to book at least **FOUR WEEKS** in advance. There is more chance of your chosen activity being available.

### ACTIVITY PRICE LIST

Land Based Activities	Duration	Price Per Person		Min Charge		Maximum number	No. in Group	Cost (£)
		Youth	(Adult)	Youth	(Adult)			
High Ropes Course#	2 hrs	£10.00	(£12.00)	£60	(£75)	24		
Indoor Climbing Wall#	2 hrs	£10.00	(£12.00)	£60	(£75)	16		
Climbing Tower/Zipline/Abseil#	2hrs	£10.00	(£12.00)	£60	(£75)	16		
Nightline	1hr	£6.00	(£8.00)	£40	(£75)	20		
Archery(indoor/outdoor)	2 hrs	£10.00	(£12.00)	£60	(£75)	10		
Team Building Games/Challenges	2 hrs	£10.00	(£12.00)	£60	(£75)	-		
Low Ropes Course#	1 hr	£6.00	(£8.00)	£40	(£50)	16		
Orienteering - Onsite	1 hr	£6.00	(£8.00)	£40	(£50)	-		
- Offsite	3 hrs	£10.00	(£12.00)	£60	(£70)	-		
Hill Walking (off site)	All Day(6hrs)	£30.00	(£35.00)	£150	(£180)	16		
Rock Climbing (off site) #	All Day(6hrs)	£30.00	(£35.00)	£150	(£180)	12		
Mountain Biking - off site #(O12's only)*	All Day(6hrs)	£25.00	(£30.00)	£150	(£180)	10		
- On site	2 hrs	£12.50	(£15.50)	£75	(£90)	10		
Camp Craft	2 hrs	£10.00	(£12.00)	£60	(£75)	16		
Caving	2 hrs	£12.50	(£15.50)	£75	(£90)	16		
Assault Course Challenge	2 hrs	£10.00	(£14.00)	£70	(£80)	30		
Laser Clay Pigeon Shooting (O12's only)	2 hrs	£12.50	(£15.50)	£75	(£90)	30		
Zorbing and Bouncy Castle (U12's only)	2 hrs	£10.00		£100		40		
<b>Water Based Activities</b>								
Canadian Canoeing	2 hrs	£11.00	(£13.00)	£65	(£75)	16		
Kayaking	2 hrs	£11.00	(£13.00)	£65	(£75)	16		
Canoeing/Kayaking Day Trip	All Day(6hrs)	£25.00	(£30.00)	£150	(£180)	14		
Sea Kayaking – Day Trip	All Day(6hrs)	£25.00	(£30.00)	£150	(£180)	8		
Raft Building (O12's only)	2 hrs	£11.00	(£13.00)	£65	(£75)	16		
Stand up Paddle Boarding	2 hrs	£12.50	(£15.50)	£75	(£90)	16		
Water Wars and Slip 'n' Slide	2 hrs	£10.00	(£13.00)	£200		100		
<b>Total Estimate of Activity Costs</b>								£

Morning Session 10am-12pm, Afternoon Session 2pm-4pm, Evening Session 6pm-8pm

**I have read and agree to abide by the conditions set out under the 'Indemnity and Insurance'. I enclose a deposit of 50% of the total cost of activities – non-returnable for cancellations made less than 8 weeks before a booking. Please make cheques payable to 'The Boys Brigade'. Signed \_\_\_\_\_ Date \_\_\_\_\_**

\*Note : As there is a maximum, number of participants permitted for each instructor you are advised that you do not exceed the number of people that you have booked. Similarly there is no reduction in costs for bringing less people than you have booked. Your final numbers must be confirmed with the Activities Director no later than 14 Days before the date of the booking. #Note: Maximum weight of participant on this activity must not exceed 125Kgs. \* - Participants height may determine their ability to participate in this activity.

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**APPLICATION FOR HIRE OF FACILITIES**

**For prices of our facilities:- Arena Hall, Sports Hall and Games Room please contact BB House or Ganaway Activity Centre for details.**

**Single Booking**

**Series of Bookings**

- 1. Name of Club or Association \_\_\_\_\_
- 2. Secretary's Name & Address \_\_\_\_\_
- 3. Telephone Number (Day) \_\_\_\_\_ Evening \_\_\_\_\_
- 4. Type of Event or proposed use \_\_\_\_\_
- 5. Requirements \_\_\_\_\_

DAY	DATES (Inclusive)		EXCLUDING	FACILITIES	TIME	
	FROM	TO			FROM	TO

Please state below alternative times / day/ dates


- 6. Invoice to be sent to \_\_\_\_\_
- 7. Special equipment required \_\_\_\_\_

**Fees for use of facilities must be paid for in advance**

I hereby apply for use of the facilities detailed above and undertake that the Conditions of Hire, a copy of which I have received, are properly observed and that the appropriate charges are paid on demand.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to:

**BB House, 14 May Street, Belfast, BT1 4NR**

**OFFICE USE ONLY**

Date Form Received \_\_\_\_\_

Date Entered on Zoho: \_\_\_\_\_ Signature: \_\_\_\_\_



**Use by Non B.B. Personnel of Ganaway Activity Centre  
and Shepherd Lodge Mountain Centre**

**INDEMNITY AND INSURANCE**

1. Non-Boys' Brigade users of any of the above-named Centres shall be liable for, and shall indemnify The Boys' Brigade against any liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect to personal injury to or death of any person whomsoever and in respect of any injury or damage whatsoever of their use of the Centre(s) unless due to any act or neglect of The Boys' Brigade.
2. Without prejudice to its liability to indemnify The Boys' Brigade under '1' above the non-Boys' Brigade user shall hold such public and employer's liability insurance as are necessary to cover the liability of the user in respect of :-
  - (i) personal injury or death arising out of or in the course of or caused by the use of the Centre(s) not due to any act or neglect of The Boys' Brigade or any person for whom The Boys' Brigade is responsible, and;
  - (ii) injury or damage to property, real or personal, arising out of or in the course of or caused by use of the Centre(s) and caused by any negligence, omission or default of the user, their servants or agents.
3. Subject to '5' below, the insurance in respect of claims for personal injury to, or the death of, any person using the Centre(s) shall be such as shall comply with the users' obligations to its members under the Employers Liability (Defective Equipment and Compulsory Insurance) Northern Ireland Order 1972 and any orders made thereunder or any amendments or re-enactment thereof.
4. Subject also to '5' below, for all claims under this paragraph other than those to which clause '3' above applies the insurance cover shall be for such amount as may be specified by The Boys' Brigade (or such greater amount as the user may choose) for any one occurrence or series of occurrences arising out of one event.
5. If the user is a public authority or other person exempt from the operation of the Employers Liability (Defective Equipment and Compulsory Insurance) Northern Ireland Order 1972 such insurance as is referred to in '2' above shall not be required. The user shall however if so required by The Boys' Brigade ensure that the same financial cover is available in respect of liability for death, personal injury or damage to property, real or personal, arising out of or in the course of or caused by the use of the Centre(s) as that cover which the non-exempt person may be required to effect by insurance in respect of such liability.
6. If required by The Boys' Brigade for inspection non-Boys' Brigade users shall furnish copies of their insurance procured in compliance with these provisions and shall, if required, provide letters of confirmation from the user's insurers, or reputable brokers acting on their behalf, that the user is insured to the extent so required.

**For B.B. Personnel**

Brigade Regulations require that for each Company Camp or Holiday there should be at least one Registered B.B. Officer holding a valid Holiday Leadership Qualification and a Camp Craft Qualification, if the Camp is under canvas. A Camp or Holiday is defined as any activity involving at least one overnight stay and applies for any age group.

Camp Craft and Holiday Leadership Courses are normally held by Battalions in the Spring each year and the qualifications gained are valid for 5 years. They may be renewed by completing appropriate log sheets duly signed and forwarded to The Boys' Brigade UK & ROI Headquarters, Felden Lodge, Hemel Hempstead, Herts, HP3 0BL.

Companies planning a Camp or Holiday must notify The B.B. UK & ROI Headquarters not less than two weeks before the proposed Camp or Holiday. Where applicable, ALL overseas visits MUST be notified to The B.B. UK & ROI Headquarters at least three months before the date of visit.

This can be done by completing and submitting on-line the appropriate form which can be obtained from the following web address: [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk) and click on **Leaders, Resources and Support, Downloads Area, Forms, Holiday Notification**.

**The Belfast Battalion will not accept responsibility for B.B. Companies/Groups which do not comply with the above procedures.**