



Shepherd Lodge Mountain Centre

RESIDENTIAL BOOKING FORM

GROUP:		INVOICE NO.
Leader in Charge (Name): Address: Telephone Number (Home & Mob.): Email Address:		
Dates	From:	To:
Number of Staff	Male	Female
Number of Participants	Male	Female
Total	Male	Female

ACCOMMODATION (Max 20 Beds)

Cost:- £15.00 per person per night (weekend) £14.00 pppn (midweek), self-catering inclusive of electricity for heating and lighting. Minimum total fee per night £200. (Camping £5 pppn) Please X Accommodation Required

Shepherd's Lodge	Tent Sites
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I have read and agree to abide by the conditions set out under 'Indemnity and Insurance'. A deposit of £50.00 is required. Deposits are Non-returnable for cancellations made less than 8 weeks before a booking. Cheques make payable to 'The Boys Brigade' Signed _____ Date _____

ACTIVITY BOOKING FORM

Do you require activities? YES NO

Number of Staff	Male	Female
Number of Participants	Male	Female
Total	Male	Female
Age Range: _____	to _____	

Before completing this form the programme of activities should be agreed with the Centre Staff at Ganaway Activity Centre (Tel No. 028 9186 1297). Remember to book at least **FOUR WEEKS** in advance. There is more chance of your chosen activity being available.

ACTIVITY PRICE LIST

Activities	Duration	Price Per Person		Min Charge		Maximum number	No. in Group	Cost (£)
		Youth	(Adult)	Youth	(Adult)			
Hill Walking	All Day(4hrs)	£40.00	(£50.00)	£240	(£300)	16		
Rock Climbing/Abseiling #	All Day(4hrs)	£40.00	(£50.00)	£240	(£300)	14		
Mountain Biking #	All Day(4hrs)	£40.00	(£35.00)	£240	(£300)	10		
Camp Craft	2 hrs	£20.00	(£30.00)	£120	(£180)	16		
Bouldering	2 hrs	£20.00	(£30.00)	£120	(£180)	16		
Total Estimate of Activity Costs								£

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

*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 Centre Manager no later than 14 Days before the date of the booking. #Note: Maximum weight of participant on this activity must not exceed 125Kgs.

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 _____

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



**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 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.