



MAKING A RESERVATION:

1. Please email bkgs.heronlodge@gmail.com to make a provisional booking
 2. Send booking form, deposit cheque and an SAE (to return your booking confirmation) to **Bookings, Heron's Lodge Guide Centre, Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9AA**
- All reservations must be confirmed, in writing with the appropriate deposit, within one month or will be automatically cancelled. Cheques to be made payable to 'Heron's Lodge Guide Centre'

Name		Unit	
Telephone		County	
Address		Contact number during hire period	
Email			

FACILITIES REQUIRED (Please indicate as applicable)	Residential Building	Camp Site	Hall One (with access to kitchen)	Hall Two (with access to kitchen)	Outside Area
Purpose of Hire					
DATE	From		Arrival Time		
	To		Departure Time		<i>Hours exceeding 24 hour blocks for residential will incur an hourly charge.</i>
Number in party		Rate see current fees sheet	Total Due		<i>Number in party x rate Subject to Min Fee per night – refer to current fees sheet</i>
			Deposit	£50.00	
REMINDERS: ! Balance is due 28 days before arrival ! Confirm arrival time so centre can be opened up ! On arrival at the centre a signed REN Confirmation of Holiday/. Camp form must be produced.			Balance		<i>Total due less £50 deposit, payable 28 days before start of residential</i>
			Damages cheque <i>to be sent with balance</i>	£50.00	<i>Separate cheque will be returned/ destroyed if no damage/ cleaning required</i>

Please note our cancellation policy: Cancellations must be made in writing to the Bookings Secretary at the above address. A cancellation fee will be charged on the following scale: less than 14 days notice the full fee will be charged; between 14 days and three months notice 50% of the fee will be due. Thereafter no fee will be charged but the deposit is non-returnable.

Declaration: I have read the Terms and Conditions and agree to abide by them.

Signed _____ Print name _____ Date _____

