

Llain Activity Centre, Llanarth, Ceredigion, Wales, SA47 0PZ.
01545 580127. enquiries@llain.com

LLAIN ACTIVITY CENTRE



PARTY LEADER INFORMATION

2015

Llain Activity Centre, Llanarth, Ceredigion, Wales, SA47 0PZ.
01545 580127. enquiries@llain.com

LLAI
LLA-
TEL:(015



N ACTIVITY CENTRE
NARTH, CEREDIGION, WALES.
45) 580127 FAX: (01545) 580697



e -mail: enquiries@llain.com web: www.llain.com

GROUP BOOKING FORM

(Please complete and return as soon as possible)

Name of group		Party Leader	
Address			
		Tel. No.	
		Fax No.	
Postcode		Email	
Arrival date & time:		Departure date & time:	
No. of Participants:		No. of staff:	
Age range:		No. of staff participating (1 in 10 free place for staff participants):	
Accommodation			
Chalets		Lodge	Other
Special Requirements (Or any other relevant information)			
A final invoice will be issued once this form has been returned and final numbers have been confirmed. The balance is not due until you arrive at the centre.			
Cost per paying customer	£ + VAT	No. of paying customers	
Deposit enclosed	Yes / No	Amount	£
A final invoice will be issued once this form has been returned and final numbers have been confirmed. The balance is not due until you arrive at the centre.			
Name		Date	
Signed		Position	
Other comments/requirements			

--

ACTIVITIES

Please select from the list below the activities that you would like to be included in your activity programme.

Activity		Activity	
Archery		Adventure Course	
Beach walk		Climbing	
High Ropes		Zip Wire	
Kayak/Canoeing		Orienteering	
Raft Build		Team Challenges	
Bushcraft		Pioneering	

Please note that these activities are generally done during the day. An evening activity programme will be arranged for your group.

Notes

- Bivouac can be a daytime or evening session depending on the group, weather conditions, duration of stay and age of the Children.
- Pioneering is a team session involving the construction of, for example, bridges over the lake, chariots and catapults
- Forest Adventure involves a walk through the local woods and includes getting very wet. This activity is dependent very much on local conditions and the age of the Children.
- Evening activities include, mini Olympics, wide games, camp fire and disco

There is the opportunity to include skiing in your programme at an extra cost of £11.00 + VAT per person per activity.

Please circle if you would like this activity to be included in your programme.

SKIING

If you would like to add any further information, which may be of use, when we are planning your programme please use the space below:

Please continue on a separate sheet if necessary

RESIDENTIAL COURSES AT LLAIN – Notes for Party Leaders

- All residential courses begin after lunch on the first day. Lunch is not included in the price. An additional charge of £4.50 + VAT per person will be made if lunch is required.
- Departure on the final day is usually around 1.00 pm. It may be necessary to vacate your accommodation after breakfast. An area will be set aside to store luggage and for changing before departure. A packed lunch will be provided for you to take with you or can be eaten on site before you leave.
- There will be an introductory tour around the centre on arrival. At this time the rules of the centre will be explained to all visitors. We will expect all visitors to respect the rules and regulations as they are for the benefit of all.
- Accommodation allocation should be arranged before arrival at the centre if possible. This saves time on arrival. We allow about an hour for the group to settle in. At this point you will be asked to fill in-group cards. They contain medical information, which Llain staff may need to know. This information will be kept confidential but will enable our staff to react quickly in the event of any problems, which may arise.
- Activities will then begin. As accompanying adults it is your decision if you join in with the activities. Llain staff are responsible for running all sessions at Llain, however, if you wish to join in it is often appreciated. A member of your staff is required to be nearby any group in case of any medical emergencies (i.e. at the centre, on the beach)
- All people participating in activities will be required to be well behaved and listen to instructions. Any member of your group that disrupt a session will be asked to leave. At this point you or a member of your party will be asked to supervise the individual and/ or remove them from the session.
- Llain staff will be on duty from 7.30am until 9.30pm. Duty Instructors will be available to assist until 10pm. After this time it will be your responsibility to ensure that all members of the group are in their accommodation and to deal with any problems.
- In an emergency there are always Llain staff on site should they be required to help.
- Personal property brought to the centre is the responsibility of the individual. Llain accepts no responsibility for loss or damage whilst on site. Any clothing or other property that is left at the centre will only be returned if postage costs are reimbursed.
- If you require any time set-aside for your group i.e. for presentations, work etc this can be built into the programme. Please discuss this before arriving at the centre if possible
- Individuals coming to Llain must bring sufficient clothing for the course. Drying facilities will be used at the discretion of Llain staff. (See clothing list)

POCKET MONEY – There is a Tuck Shop on site, which sells sweets, ice cream and some small souvenirs. A centre T-shirt costs between £8.00 and £10.00 depending on the size. Other items vary from 30p upwards.

Clothing List

(Some activities require Long sleeves and trousers)

Essential	Pleas e Tick	Desirable	Pleas e Tick
Sleeping Bag and Pillow case		Sun Cream and Hat	
Waterproof jacket (Trousers if available)		Small Rucksack	
Woolly Hat and Gloves (essential for skiing)		Small Torch	
Plenty of T-Shirts		Small Rucksack	
Tracksuit trousers 3 – 4 Pairs NO JEANS			
Thin Jumpers and/or Fleeces 3 – 4			
Shorts			
Swimming Costume / Trunks			
Plenty of socks		<p>With the nature of activities that are undertaken at Llain along with the changeable weather it is inevitable that clothes will get wet and muddy. We, therefore, suggest that everyone brings OLD clothes that are suitable for the activities to be undertaken.</p>	
Underwear			
Nightwear			
3 Towels and wash kit			
Trainers/ walking boots (for dry activities)			
Wellington Boots			
Old Trainers (for wet activities)			
Plastic Water Bottle			

Llain activity Centre accepts no responsibility for loss of clothing or possessions whilst your children are at the centre. It will be their job to look after themselves and their possessions.

2015 BOOKING CONDITIONS

1. Provisional bookings do not hold firm until a deposit has been received
2. First deposits of between £20 and £30 per person are non refundable and constitute a firm booking when paid
3. The outstanding balance should be paid as soon after a final invoice has been issued as possible
4. Cancellation by you the following conditions apply:
More than 3 months prior to the course loss of initial deposit
Less than four weeks before the beginning of the course a charge of 50% of the outstanding balance will be made
5. Alterations and amendments by Llain Activity Centre: We reserve the right to vary any course where this becomes necessary due to circumstances beyond our control. In the unlikely event of cancellation by Llain Activity Centre, an alternative will be offered or payment will be refunded.
6. Liability: No liability is assumed for injury, death, damage, accident, cancellation, delay, irregularity or inconvenience incurred by a person participating in a course at Llain Activity Centre. We decline all responsibility for loss or damage to property of any kind during a course. We do not accept any responsibility for losses or additional expenses to delays or changes in aircrafts, trains, coaches, or other services, sickness, weather, strikes, riots, wars, quarantine or other cause.
7. Insurance: Llain Activity Centre has a comprehensive public liability policy with an indemnity limit of £5 million
8. Obeying the Rules: We reserve the right to request a visitor to Llain to withdraw from the site if they do not obey the rules of the centre or if they create a nuisance. A refund will be at the centre's discretion
9. Prices: Prices vary depending on the duration of the course and the residential aspect. All outdoor activity courses include equipment and instruction by a member of Llain Activity Centre staff only. Changes to any courses may be made without notice. Any specialist courses will be charged separately.
10. Payment of a deposit or receipt of a signed booking form will constitute an acceptance of these conditions.
11. Disclosure of sensitive information: Llain Activity Centre hosts a range of activities and visitors including residential courses. Due to the nature of the centre, visitors must disclose all relevant information prior to arrival at the centre. This should include, but is not limited to the following:
 - a. In as far as is allowed by law all criminal records of visitors should be disclosed including violent and sexual offences.
 - b. Mental or physical impairment of visitors that may interfere with the safety of the activities including any violent or sexual history
 - c. Any other information that is relevant to the safety of the visit or to any other visitors who may be on site at the same time.

Visits are subject to approval from the Centre Manager and Llain Activity Centre reserves the right to refuse entry or impose conditions on any guests who may compromise the safety of others. Llain Activity Centre will not be liable for any actions of visitors where the action is related to a background that was not disclosed prior to arrival. Failure to disclose information noted above, prior to arrival, may result in the cancellation of the visit and/or the removal of visitors without a refund.

This does not affect your statutory rights.

LOCAL COACH COMPANIES

Previous visitors to Llain have found that the coach companies listed below have offered the best value for money.

Company Name	Address	Telephone Number
BRODYR JAMES (James Brothers).	Glanyrafon, Llangeitho, Tregaron, Ceredigion.	(01974) 821255
LEWIS'S COACHES	Bryn Eithyn Llanrhystud, Ceredigion.	(01974) 202495
VINCENT DAVIES & SON	Brynmeddyg, Lampeter, Ceredigion SA48 7DF	(01570) 422493