***BOOKING INFORMATION FOR VISITORS***

***Insurance -*** *Visitors must have their own insurance against personal accident and loss of property. Any deliberate damage to the hostel or its facilities, including activating the fire alarms without good reason may subject the group to costs covering repairs and call out fees.*

***Seahouses Hostel***

***…serving young people in a Christian place***

***Security of booking*** *-No booking will be regarded as secured until the Warden has received both the booking form and the deposit.*

***Single Supplements*** *– Depending on season or occupancy, some single guests might be subject to a 25% surcharge.*

***Cancellation Policy*** *–Bookings may be cancelled at any time; however, three months notice is required in order for the deposit to be refunded.*

 ***Hostel rules****-All visitors are required to comply with Hostel rules and safety regulations throughout their stay; these are displayed on a notice board in the kitchen and within the Hostel Guide. The named Leader of the party (including adults) is responsible to ensure adherence.*

*Visitors must ensure they leave the facilities in good clean order, including stripping their bed and placing any rubbish in the appropriate containers. All dishes, cutlery, cooking utensils must be thoroughly washed and placed as found. The kitchen, bathrooms must be left clean and tidy.*

*Any problems occurring with facilities i.e. a blocked toilet or basin and breakages must be reported immediately to the Warden.*

*With the exception of guide dogs, no animals are permitted.*

*Visitors must ensure that all children under the age of eighteen are supervised at all times in the garden and that the privacy and boundaries of our neighbours’ properties are respected.*

*We kindly request that the garden is not used after 10pm; in addition, noise levels within the Hostel should be kept to a minimum after this time.*

***Arrivals and departures -*** *Visitors are requested to arrive no earlier than 16.00 unless otherwise agreed. A time for an induction to the hostel and safe practices will be agreed between the Leader(s) and the Warden.*

 *All visitors to the hostel must use the Hostel Car park. (Adjacent to main entrance).*

*Rooms should be vacated by 10.00am on the last day unless otherwise agreed. Visitors should place their used sheets, pillowcases and duvet covers in the baskets found underneath the main stairwell. Please check carefully all personal belongings have been taken.*

***Safeguarding: We do not permit young people under the age of 18 to occupy the hostel*** *without being accompanied by an adult leader or parent. Proof of relationship may be required. A copy of our safeguarding policy can be found on our website.*

*Single stay guests are not allowed access to the Church hall.*

***Health and Safety-*** *Copies of our Health and Safety, Fire, Insurance policies and assessments are available on request.*

***Many thanks,***

*Karen Leadbitter - Warden*

*June 2019*

*Tel: 07531 305205*

*E-mail: seahouseshostel@outlook.com*

**Booking form for Seahouses Hostel -2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group name:** |  |  **Organiser:**  |  |
| **Address for correspondence:** |  | **Email address:****Leader’s mobile no:** |  |
| **Leaders names:****…………………………..****…………………………...****……………………………****……………………………****……………………………** | **DBS nos:****……………………….****……………………….****……………………….****……………………….****……………………….** | **Leaders names:****……………………….****……………………….****……………………….****……………………….****……………………….** | **DBS nos:****………………………….****………………………….****………………………….****………………………….****………………………….** |

**All groups with young people under the age of 21 are required to provide a letter of authority from a senior representative of the organisation, stating the accompanying leaders have the experience to manage young people effectively, and the authority to ensure they follow the hostel rules.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total number in** **party :** | **Number of** **adults:****Female:****Male:** | **Number of** **Children :****Female:****Male:** | **Age range of** **Children:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Preferred dates of stay (2 nights min) | From:  |  | To: |  |
| Alternative dates | From: |  | To: |  |

|  |  |
| --- | --- |
| Anticipated arrival time: |  |
| Anticipated leaving time: |  |

|  |
| --- |
| Do you want to use the hall? YES/NOThe hall is a large space with tables, chairs and kitchen.(Sometimes the hall is used by local clubs – check the kitchen notice board for details of availability) |

**Prices per visitor per night**

|  |  |
| --- | --- |
| **Recognised youth groups and their leaders** | **£17** |
| **Adults** | **£20 - January until the end of May & October until December.** |
|  | **£22 - £26 June until the end of September & all school holidays throughout the year.** |
| **TOTAL COST FOR YOUR GROUP =** | **£** |
| **DEPOSIT REQUIRED -£100 FOR up to 34 - £250 for 35 upwards** |  |

The return of this form implies acceptance of the conditions laid down in this form and the booking information.

Please return the form by e-mail to: seahouseshostel@outlook.com

Or send, along with a deposit, to: The Warden, Seahouses Hostel, 157 Main Street, North Sunderland NE68 7TU

We do accept payments by bank transfer – Unity Trust Bank; Account: 20160726; Sort code: 60-83-01

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE OF ORGANISER:** |  | **DATE:** |  |

For marketing purposes, would you kindly let us know how you heard about us?

* Seahouses Hostel website
* Facebook
* Twitter
* Instagram
* Independent Hostels UK
* Recommendation
* Leaflet
* Other, please state ……………………………………

Many thanks!