

# The Dalesdown Discovery

## Information for organisers of School Visits

### Charges: Effective from 1<sup>st</sup> January 2010.

The cost of accommodation is based on three elements:

A charge for use of the Centre	-	£225.00 per night
A charge for each person	-	£6.95 per night
A catering charge for each person (partial catering option)	-	£16.00 per person per night

One free place is given for every 8 fee paying persons (i.e. 1 in 9). Two further free places are given to self catering parties in recognition of the need for extra help.

**Minimum Charge:** A minimum charge of £364.00 per night (self catering) and £684.00 per night (partial catering) is made for all groups of **less than 20 paying guests**.

The following table illustrates costs per night for self catering and partially catered groups of various sizes.

No. in Party	36	40	44	48	52	56	60	64
<b>Self Catering</b>								
Free Places	6	6	6	7	7	8	8	9
Total Cost	£433.50	£461.30	£489.10	£509.95	£537.75	£558.60	£586.40	£607.25
Cost per Person	£12.04	£11.53	£11.12	£10.62	£10.34	£9.98	£9.77	£9.49
<b>Partial Catering</b>								
Free Places	4	4	4	5	5	6	6	7
Total Cost	£959.40	£1051.20	£1143.00	£1211.85	£1303.65	£1372.50	£1464.30	£1533.15
Cost per Person	£26.65	£26.28	£25.98	£25.25	£25.07	£24.51	£24.41	£23.96

All charges are **exclusive** of Value Added Tax which will be added at the standard rate. Most schools should be able to reclaim VAT through the L.E.A.

The charges include the provision of all the facilities of the Centre and all consumables. The only additional charges are for use of the photocopier, cold canned drinks machine and payphone.

Each school party will have the **exclusive use** of the Centre during their stay.

**Length of stay:** Dalesdown is available for School groups in term time between Monday and Friday. Visits can last from 1 to 4 nights (Monday to Thursday). Groups may arrive any time after **10.00am on the first day** and stay until **2.00pm on the last day**.

**Self Catering:** The party will be responsible for the provision of all food supplies, the cooking, serving and clearing up afterwards.

**Partial Catering:** Dalesdown will purchase all the food, to an agreed menu. The school will be responsible for serving their own breakfast of cereals, toast, preserves, tea or coffee and for clearing up afterwards. Children will make their own packed lunch to be eaten on an outing or at Dalesdown as appropriate, from supplies provided. A substantial, hot evening meal will be provided by a caterer and served, then cleared up, by the Dalesdown staff.

**Booking procedures:** We would recommend that organisers visit Dalesdown as soon as possible, in order to see how best to take advantage of the excellent facilities. Dates for the visit can be discussed and agreed at that time or later. A provisional booking can be made which will ensure that no other booking will be accepted for an agreed period. Receipt of a completed Booking Form and a Non-returnable Deposit of £60.00 per night will confirm the booking.

**Cancellation Charges:**

If at any time you cancel your booking, you will forfeit your deposit. **For ALL bookings the full minimum charge** becomes due if a booking is cancelled within **12 weeks** of the start of the booking.

In addition, for cancellations between 13 & 16 weeks before the start date **75%** of the minimum charge must be paid and between 17 & 20 weeks before the start date **50%** of the minimum charge must be paid.

**Insurance Surcharge:** Over recent years we have had to impose a surcharge to schools where the local Education Authority has insisted on £10m insurance cover for Public Liability. This included any schools in West Sussex. At the time of writing this requirement has been relaxed so there should be no need to impose a surcharge. If, however, the situation changes during the currency of this tariff it may be necessary to reintroduce a surcharge.

**Variations to the Tariff:** Please note that if there is any increase in costs outside our control, Dalesdown reserves the right to alter charges accordingly.

**Bursary Fund:** Dalesdown is a special place and we want to share it with as many people as possible. We do not want anyone who wishes to come to Dalesdown to be prevented because of the cost, so we have a fund available which can be used to ease the financial burden of bringing children here. If there are children in your school who might be unable to come because of cost, then please apply on their behalf, in confidence, to the Dalesdown Bursary Fund. The latest application forms can be obtained from the office.

( Schools/ DiscoveryPkTariff2010 Revised - 8<sup>th</sup> Jan 09)