

# St Madoc CYC – Booking Conditions 2018: Weddings

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Bookings can be made by phone, email, online, or by post. Such bookings are accepted subject to availability and are **held for a period of 14 days pending submission of booking form and payment** of a non-returnable deposit. Failure to comply may mean your booking is lost.

The cost of a weekend hire for a wedding is £1575 (including VAT), with the deposit of £500 payable at time of booking. The final sum, £1000 is due on the first of the month prior to that in which the wedding is planned. Such a fee offers sole use of the site, and access to all public areas.

Dormitory rooms for the weekend cost £40 for those sleeping five or less, and £150 for those sleeping 10-12. Groups intending to use all 11 dormitories can do so at a discounted rate, paying £525 only. Dormitory booking requests should be made in writing, in advance of the wedding, and certainly no later than four weeks before the date of it, at which point the invoice is due. Rooms booked, but not paid for by time of arrival will not be made available to you. The wedding/event organiser is responsible for all such bookings: no individuals may enter into booking correspondence with the centre.

A booking should not be considered finalised until you have received confirmation by email of the details of dates booked and payment made. Payment must be made within 2 weeks of booking, or booking could be made void.

We reserve the right to refuse or accept bookings and also to cancel bookings at any time for any reason.

VAT will be charged to all wedding groups, the rate currently being 20%.

We reserve the right to increase prices at any time. Any increase will be notified to the group leader/responsible person via email in the first instance.

All invoices will be forwarded for payment to the person making the initial booking via email.

**This invoice is due for payment within 21 days** of issue and should be sent to: The Camp Manager, St. Madoc Christian Youth Camp, Llanmadoc, Swansea SA3 1DE. Cheques are payable to St Madoc CYC Ltd. However, bank transfer is preferred: Lloyds bank, Sort Code: 30-95-46, Account: 00557803.

**There will be a charge of £7.50 for each letter/call made to chase outstanding invoices. This will commence as soon as 21 days have elapsed from date of issue of the invoice.**

No reductions/refunds will be made in respect of areas or dorms booked but then unused. Any breakages or damage will be charged at cost plus repair and will be invoiced accordingly.

We provide one disabled access, en-suite bedroom. In addition, all areas of the new build are accessible to those with limited mobility, and there is a further disabled access toilet within the main building. If you intend to bring visitors with limited mobility we would suggest you visit the site first to ascertain its suitability for your group/specific individuals. Similarly if you wish to use the disabled access bedroom please advise us at the time of booking.

Groups can occupy the centre from 15.00 hours on the day of arrival and must vacate the camp not later than 14:00 on the departure day, usually a Sunday, unless otherwise agreed in advance. Off-site must be taken to mean OFF SITE, so no one should remain in the Quad, car parks or wider site without permission. We reserve the right to vary these times, particularly when groups cross over. However, details will be confirmed with you before arrival.

## **Cancellation:**

In the event of cancellation a charge will be made as follows:

Six months or more before arrival date:	Deposit is lost
Within 84 days (12 weeks)	40% of minimum, minus deposit
Within 56 days (8 weeks)	60% of minimum, minus deposit
Within 42 days (6 weeks)	95% minimum, minus deposit

Should we manage to sell a cancelled week to another group, we may, at our discretion, refund any monies forfeited under this policy. **Therefore, users should ensure that they have appropriate insurance cover for the event.** Please contact the office for further information.

### **Supervision:**

Wedding/Event organisers are responsible for ensuring high standards of conduct with their groups. St Madoc Christian Youth Camp reserves the right to ban any guests who persistently ignore the rules or act in a manner likely to affect the safety, comfort or well being of other guests or staff. Such activities may include, but not limited to the following: Taking illegal drugs; tampering with electrical equipment/lighting; tampering with fire alarm systems (including covering or removing smoke detectors); letting off fire extinguishers; aggressive behaviour towards staff or guests; fighting; theft; entering accommodation assigned to other groups without permission.

Any accidents to individuals or camp property must be reported to the Centre Manager/Office and appropriate action, as directed by the Centre Manager, must be followed.

Any wilful damage, breaking of the terms and conditions or non-payment of account could prevent future bookings being accepted.

**Out of respect for other users, and for local residents, noise should be kept to an absolute minimum between 23:00hrs and 8:00hrs.** In cases of excessive noise, including, but not limited to, DJs, live or recorded music, it may be necessary for us to request it be stopped, or at least, the volume reduced.

### **General Rules:**

Consumption of alcohol on site is restricted: we recognise that alcohol is sometimes used as part of a meal, or during relaxation for adults as part of the wedding/event. However, any drunken or disorderly activity may result in the individuals concerned, or in certain circumstance, the entire group, being asked to leave with immediate effect. In such instances, there would be no refund.

In accordance with the law, smoking is not permitted in any buildings. Whilst we do not endorse smoking, we recognise that some individuals will feel the need to smoke during their stay at the centre. We ask therefore that this is done away from buildings, and in particular away from bulk gas storage tanks. All matches and cigarette ends must be disposed of appropriately, away from paper and other combustible materials.

Drugs, other than prescription, are not allowed on site. Please contact the office before arrival if this may be an issue for members of your group.

In line with our Christian ethos, witchcraft and occultism are not permitted at the site.

**We would strongly discourage users bringing dogs onto site.** However, providing they are kept on a lead and under control at all times, well behaved dogs will be permitted to visit the site. Dogs are must not be taken into dormitories at all and therefore appropriate measures must be taken for them to sleep in cars/outside. A charge per night of £5 per dog is made.

There is no charge for Aid Dogs, although they too should remain on leads, and they are permitted in dormitories.

Large ball games are not permitted inside any buildings, with the exception of the sports hall. When available pool and table tennis may be played in the dining room, but must be supervised by adults, and any damage caused by inappropriate play will be added to the invoice. No ball games are permitted in the Quad.

### **Health and Safety:**

Customers are reminded that this is a natural site. There are inherent dangers in the woods, and elsewhere, by way of poisonous flora and fauna, and likewise danger of stumbling or falling in any of our open areas, due to rabbit holes, fallen trees, vegetation, as well as from the cliffs.

The beach area should always be entered with caution. Whitford Bay beach is not safe for access to the water. Dangerous currents exist, particularly on the ebb tide and at low water.

Please note that children and young people should always be monitored when playing in and around both beaches.

The tides can be unpredictable. If you need access to out lying areas of the beaches, please check with the office where details of tide times etc can be provided.

Children under 16 are not allowed in the kitchen, or the servery at any time during meal preparation, and they should be supervised in the Washing Up area.

Please note that occasionally farm animals may enter the site. In most cases they will stay away from members of the public. However, they can carry pests, and their faeces carry diseases hazardous to human health.

Whilst it is not a legal requirement, in the interests of health and well being, we would recommend that any

catering teams have at least one member who has attended a basic Food Hygiene Course.

St Madoc Christian Youth camp does not provide medical personnel or first aid equipment for general use.

**General Responsibilities:**

All users must leave the camp in a tidy condition to the satisfaction of the Centre Manager. Groups are charged £30 towards cleaning costs incurred but basic clearance of rubbish is expected, and any furniture, or bedding moved, should be returned to its original location. An additional charge of £20 may be made to groups failing to carry out this basic exercise. Please do not take blankets outside.

All cars once unloaded should be parked in one of the three car parks, and not left on the track or verges.

A detailed schedule of works to be completed will be provided to the group leader on arrival. However, the following is a guide:

Toilet Rolls, soap, bin liners are left in all bathrooms as appropriate	
All crockery, pans etc are replaced on labelled shelves	
All bedding (if supplied) is folded and placed on the end of beds	
All bins are emptied, including those in toilets	Windows are closed
Fridges and freezers are emptied and cleaned	Cookers and griddle are cleaned
Dishwasher is emptied	Floors are swept
All tables, chairs etc moved are returned	Deep Fat Fryer is emptied of oil

We do have Audio/Visual equipment available in Main Hall, Chapel and Sunley Room. However, microphones should be requested in advance from the office, AA batteries should be brought with should this be required. There is a charge of £10 made for each item borrowed. We would ask that such equipment is only used by those who have relevant experience. Basic support can be given from the office. However, this should be notified in advance, as it will not always be available. Any damages will be charged at cost plus repair.

Some sports equipment is available for hire. This is charged at £5 per item/set of items per weekend. This sum is non-refundable. Equipment lost or damaged may incur an additional charge at cost.

We will not tolerate wilful damage to the site's natural environment. We would also ask that all litter is collected and particularly that it is not left in any of the more public areas such as beach, fire pit or woods.

No sales transactions may take place on St Madoc Christian Youth Camp premises without the written consent of the centre. This includes the sale of alcohol, and wedding/event organisers are also reminded that they will need to apply for a Temporary Event notice (TEN) from City and County of Swansea if they intend to have a bar.

St Madoc Christian Youth Camp experiences poor mobile phone coverage. In an emergency only, visitors may be contacted via the office during open hours only, Monday to Friday.

**Indemnities:**

St Madoc Christian Youth Camp assumes no liability for injury or death, damage to or loss of personal property, accident, delay, cancellation, irregularity or inconvenience caused, save where such loss is caused or contributed to by the negligence of some person acting as a servant or agent of St Madoc Christian Youth Camp.

All personal information obtained via booking forms and other sources is used for St Madoc Christian Youth Camp purposes only, and is not passed or sold onto third parties. If you wish your details to be removed from our database please contact the office.

Whilst at St Madoc Christian Youth Camp, photos may be taken for our publications or website. If any of your group does not wish to appear in any such pictures, please inform us on arrival and we will happily oblige. Individuals will not be identified.

We shall not be liable to you if we are prevented or delayed in the performing of any of our obligations to you if this is due to any cause beyond our reasonable control including (without limitation): an act of God, explosion, fire, flood or accident; war or civil disturbance; strike, industrial action or stoppages of work; any form of government intervention; a third party act or omission; failure by you to give us a correct delivery address or notify us of any change of address.

**In completing a booking form, leaders agree to accept and abide by the rules and conditions of the camp, and to ensure all users and team members are so informed.**

*The Trustees and the Staff of St Madoc CYC are DBS approved where required. This approval is undertaken using the administrative services offered by CCPAS (Churches Child Protection Advisory Services.) As such, St Madoc CYC operates according to the guidance and best practice highlighted by CCPAS.*