

**STABLES OUTDOOR LEARNING CENTRE AND BURCOT
CAMPSITE PROVISIONAL BOOKING FORM**

Please complete all sections

School.....

Address.....

Post Code.....Tel .No.....Fax

Email address.....

Name of person making booking.....

Preferred site:

Burcot

Stables

	Arrival Date	Departure Date
First Choice		
Second Choice		

Number of Nights.....

Approx. number of children.....

Visit requirements: (Tick as appropriate)

OPTION 1	<i>Site only. Access to toilets/showers only. No equipment.</i>
OPTION 2	<i>Site and full facilities using Stormhaven tents (standing camp)</i>
OPTION 3	<i>Site and full facilities using Vango tents</i>

Any other requirements

.....

Signed.....Headteacher Date.....

Data protection act 1998: The information requested will be used to administer you attendance at this centre and to ensure you are made aware of future updates which may be relevant to your needs. It may be shared with colleagues within Birmingham City Council and other selected training providers. If you do not wish to receive future mailings please tick this box.

To be returned to: Richard Batty, BOEC, Chillinghome Rd, Birmingham, B36 8QJ

Tel: 0121 464 6868 Fax: 0121 464 6473

Thank you

www.bgfl.org/services/outdoor

RE: CAMPING AT THE STABLES OUTDOOR LEARNING CENTRE AND BURCOT

Thank you for your interest in camping with The Birmingham Outdoor Education Centre (BOEC).

This letter contains all the information you will need to organise your stay with us including information on site usage, equipment hire and a new range of activities you may wish to engage in. If you are a returning group then please be aware that we have made some changes.

We are now offering several options for camping in 2008. There will be an option for using a standing camp using Stormhaven tents which are large, dry and comfortable and will sleep up to 6 people. There will also be the option to use Vango Force 10 tents which sleep up to 3.

To add another dimension to your camping experience you may wish to book activities with us. The Stables has established itself as a centre for outdoor learning. Camping groups now have the option to 'buy in' tutors to run adventurous activities. These must be booked well in advance to avoid disappointment.

I enclose with this letter a booking form with a breakdown of costs for camping, equipment and additional activities available.

The Resource Officer based at The Stables will ensure your stay runs as smoothly as possible. The Resource Officer, Philip Hughes and Deputy Principal of BOEC, Tom Lilley, are the points of contact during your stay. If you have any problems or need help or advice, feel free to contact them at any time leading up to your stay.

BOEC Admin Centre	- 0121 464 6868	centre@boec.bham.org.uk
Resource Officer	- To be confirmed	philip.hughes@boec.bham.org.uk
Deputy Principal (Stables)	- 07980 266367	tom.lilley@boec.bham.org.uk
Stables Centre	- 0121 445 3177	

The changes we have made are being put in place to improve the service that we deliver to all campsite users and any money generated is reinvested back into the campsites for future use. We value your visits to the sites and hope you agree with the changes we are making. We are always open to discuss new ideas on how we can improve our service further still, and I would encourage you to contact us if we can be of further help.

BOOKING PROCEDURE

Follow the simple steps below to complete the booking process.

Please find attached all the necessary booking forms for camping, equipment and activities.

- Return the Booking Slip below to Birmingham Outdoor Education Centre, Chillinghome Road, Birmingham B36 8QJ to confirm the dates you will be attending.
- Complete and return any equipment requests, as soon as possible, using the forms provided (*see attached*).

These forms are also available on our website www.boec.bham.org.uk.

- We will confirm your bookings, dependent on availability, by e mail or post and discuss alternative arrangements if necessary.
- You can then organise a pre-visit inspection of the site by contacting the Stables Resource Officer direct on 0121 445 3177 to enable you to carry out risk assessments. This visit will be arranged at your convenience.
- The Resource Officer will contact you prior to your visit to check details of arrival etc.

Should you have a particular requirements which the booking forms do not cover please contact us on any of the numbers provided in the cover letter.

BOOKING CONFIRMATION SLIP

We are able to offer your group the following dates. Please return this slip to Birmingham Outdoor Education Centre, Chillinghome Road, Birmingham B36 8QJ confirming which date you will be attending, as soon as possible, to avoid disappointment.

Group name

OPTIONS	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TICK ONE
Date 1								
Date 2								
Date 3								
Date 4								

TICK ONE DATE ONLY

BOOKING FORM

CAMPING

We will be charging per person for the number you confirm with your booking.
It will be the campsite users' responsibility to inform us of changes to this number prior to your visit.

					Please tick which nights you will be staying						
THE STABLES	Price Per Head	Group No.	Start Date	End Date	MON	TUE	WED	THU	FRI	SAT	SUN
OPTION 1 *	£3.50										
OPTION 2 **	£6.00										
OPTION 3 ***	£7.00										

					Please tick which nights you will be staying						
BURCOT	Price Per Head	Group No.	Start Date	End Date	MON	TUE	WED	THU	FRI	SAT	SUN
OPTION 1 *	£3.50										
OPTION 2 **	£6.00										
OPTION 3 ***	£7.00										

N.B The extra charge for OPTION 3 reflects the maintenance and repair costs associated with these tents.

- * OPTION 1: *Site only. Access to toilets/showers only. No equipment.*
- ** OPTION 2: *Site and full facilities using Stormhaven tents (standing camp Vango's are provided for staff.)*
- ***OPTION 3: *Site and full facilities using Vango tents*

Full facilities gives you access to toilets/showers/kitchen, use of marquees /cooking equipment (gas included)/tents/mats/sleeping bags/access to drying facilities.

Campsite users will normally be allowed to enter the site from **3:30pm**. We will be asking campsite users to vacate tents (but not necessarily the site) by **12.00pm** on their day of departure to allow us to prepare for the next group. These times may be varied in consultation with the Resource Officer prior to your visit.

Please be aware that due to increased popularity we can no longer guarantee sole occupancy of The Stables camp site to groups of less than 40 pupils. We will inform you if another group is going be on site and do our best to ensure that different age groups are not sharing. Cooking and dining facilities will be separate but toilet facilities will be shared. We will also be providing additional Portaloo facilities on site at the Stables. Burcot will remain a sole occupancy site. Please note access to Pikes Pool Lane is not possible by coach. Please call to discuss arrangements if necessary.

In the event of a cancellation you must give more than four weeks notice. If a booking is cancelled within four weeks of a visit you will still be charged at full cost. Inclement weather and other exceptional circumstances will be taken into consideration. In the event that we have to cancel due to problems with the service we deliver, we will give a full refund or do our best to accommodate you at an alternative site or date.

The Stables Campsite is part of the Stables Outdoor Learning Centre. There may be other groups partaking in activities on other parts of the site.

CLOTHING and MISCELLANEOUS

		PLEASE TICK WHICH DAYS YOU REQUIRE EQUIPMENT							
EQUIPMENT	Cost Per Day	Start Date of Camp	MON	TUE	WED	THU	FRI	SAT	SUN
Waterproof Jacket	0.35 each								
Waterproof Trousers	0.20 each								
Walking Boots	0.35 each								
Wellington Boots	0.25 each								
Fleece	0.40 each								
Gloves	0.10 each								
Torches	0.50 each								
Extra Sleeping Bag	0.50 each								
Extra Camp Mat	0.25 each								

ACTIVITY EQUIPMENT

		PLEASE TICK WHICH DAYS YOU REQUIRE EQUIPMENT							
EQUIPMENT	Cost Per Day	Start Date of Camp	MON	TUE	WED	THU	FRI	SAT	SUN
Orienteering Kit (for group of 30)	£5.00								
OS Maps + compass	£1.00								
Access to Problem Solve Equipment	£5.00								
Shelter Build Kit (3)	£5.00								
Access to Sports Equipment	£2.50								

BOEC TUTOR

		PLEASE PUT NO. OF TUTORS REQUIRED EACH DAY						
BOEC TUTOR	DATE(S)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Day Time								
Evening								
Overnight								

SITE ONLY – NO CAMPING

		Please write AM, PM, FD (full day) EVE under the days you wish to attend							
	Cost	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Stables Classroom*									
Burcot Site + Classroom**									

*Full Day £35.00 Half Day £20.00 Evening £10.00 **£1.00 per person per day

STABLES ENVIRONMENT

There is extensive woodland on and around the Stables site which is available to campsite users. Please notify the Resource Officer if you wish to use the grounds.

Tutors may be available to assist with environmental work. Please contact us to discuss your requirements.

ADVENTUROUS ACTIVITIES

You can buy in tutors to run activities or facilitate with large groups. The Tutor rates are shown below. *Please call Richard Batty (0121 464 6868) to discuss your specific requirements.*

1 BOEC tutor for one day on 1:10 ratio or larger groups with teacher assistance	£210.00
1 BOEC tutor to run evening activities and stay onsite overnight	£ 90.00
1 BOEC tutor to run evening activities	£ 75:00
2 BOEC tutors to run high ropes activities (Special rate for High Ropes only)	£300:00

The Stables can offer you high ropes sessions which include the zip wire (10 people per 1½ hour session) aerial trekking (10 people per hour). Jacob's ladder, leap of faith, crate stack. High ropes elements are recommended for people aged 10 and above.

Tutors can also run activities to include hill walking, orienteering, problem solving, low ropes, mountain biking, shelter building and camp craft. Tutors will work on a 1:10 ratio for most activities.

Session Times

Full day – 09:00am – 04:00pm

Evening – 06:00pm – 09:00pm

Evening + sleep in – 06:00pm – 07:00am

RISK ASSESSMENTS FOR ALL OUR ACTIVITIES ARE AVAILABLE ONLINE AT www.outdoorlearningbham.org.uk/risk_assessments.htm

SUGGESTED EQUIPMENT LISTS

You must pre-book all the equipment you will require for your stay.
You must be self-sufficient within the camp.

You must bring:-

Toilet paper
Washing up liquid
Dish cloths/brillo pads/tea towels etc.
Large bin bags

PERSONAL KIT

Members of your group should come equipped with:

Water proofs*
Boots or Wellies*
Old clothes for day/activity use (there will be mud)
Change(s) of clothes
Warm clothes (hat + gloves too)
Torch

*Unless pre-ordered from The Stables.

If you have booked OPTION 1 for your camp you will also need to supply all your own tents, sleeping bags, mats, cooking equipment and lighting.

We do have drying facilities available for all groups if necessary.