

ARDWHALLAN HOSTEL FAMILY STAYCATIONS 2020 (available until 1 September 2020)

NAME:

ADDRESS:

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CONTACT NOS.:

EMAIL:

DATES OF BOOKING (MINIMUM 2 NIGHTS STAY):

FROM: TO:

COST:

2 NIGHT STAY	£300
EXTRA NIGHTS THEREAFTER	£100 PER NIGHT

**CHECK AVAILABILITY BY RINGING (01624) 853711 OR EMAIL:
ARDWHALLANOUTDOOR@GMAIL.COM**

A **non-refundable** deposit of **£50-00** is required when making a booking and your booking is not secure until this has been received. **Full payment** for the booking should be received no later than **14 days prior** to your visit. **Cancellation** within 14 days of your stay will be **charged at the full rate**, prior to this you will be refunded minus the deposit.

Cheques made payable to ` Ardwhallan Jubilee Trust  or contact us to arrange electronic bank transfer

I have read the information provided and agree to abide by the conditions per the use of the facilities

Signed:

Date:

THIS FORM SHOULD BE RETURNED TO:

**Ardwhallan Outdoor Education Centre, West Baldwin, ISLE OF MAN
IM4 5EU Tel: 853711 Email: ardwhallanoutdoor@gmail.com**

Ardwhallan Outdoor Education Centre, West Baldwin Douglas Isle of Man IM4 5EU.
Telephone: 01624 853711 Web: www2.sch.im/groups/adventureed



ARDWHALLAN – HOUSE INFORMATION

Parking Please park sensibly within the designated areas. Access to the fields above the car park must be kept clear and care should be taken not to block the driveway. Additional parking is available in the layby at the bottom of the driveway.

Access Please contact the Centre at least a week before visit, if possible, to obtain codes for access to the house and to cover the induction procedure. Contact numbers: (01624) 853711 or (07624) 407549. When leaving the Centre, ensure all windows and doors are locked. If any keys have been issued, on departure these should be left in the post box at the Outdoor Education Office.

On Arrival It is important for all residents at Ardwhallan to sign the logbook on arrival. This allows us to know how many people exactly are in residence. More importantly, in relation to fire regulations, the logbook functions as the legal record of occupants. In the event of a fire it will be necessary for occupants to assemble at the designated fire assembly point and check everyone has vacated the house, using the logbook.

Restricted Areas Please ensure that your group respects these areas. The outside space included with booking the house is the garden behind the house. The fenced outside areas (above the car park) are out of bounds for groups staying at the centre, these areas are not a playground and contain potentially high-risk elements.

The fields around Ardwhallan are privately owned and there is no access to them at anytime. The track on the left hand side of the assault course (looking up the hill) is access to the hills for groups staying at Ardwhallan. It is not a public right of way.

Noise Restrictions Due to the close proximity of our neighbour we would ask that you please ensure that noise is kept to a minimum after 10pm.

Dormitories There are a total of 30 bed spaces in the form of bunk beds. 12 bed en-suite Attic Dorm, First Floor 6 bed en-suite dorm, First Floor 8 bed en-suite dorm, First Floor staff room (2 bed), Ground floor room (2 bed), shared bathroom facilities. Exercise caution, getting in/out of bunk beds and ensure young people are shown how to do so safely. Fitted sheets and pillows are provided, sleeping bags and bedding are not. There are individual access codes for each of the dorms and you will

receive these on arrival. Please strip used sheets and pillowcases at the end of your stay and leave in a pile on the dorm room floor.

Kitchen Facilities Double Oven (instructions are located by the side of the oven), cooking hob with 4 rings, 2 microwaves, toaster, kettle, fridge/freezer, dishwasher and cooking utensils. There is sufficient cutlery, crockery and mugs for a group of 30. It is expected that all the facilities in the kitchen be left clean following your visit.

Heating Heating and hot water are from a central boiler. Hot water is always available. The heating is automatically timed to come on for 2 hours in the morning and 4 hours in the early evening. Please **DO NOT** attempt to override or adjust the system. Each individual radiator can be turned on or off by turning its thermostat anti-clockwise for on and clockwise for off.

Drying Area There is a wet room with hanging facilities at the entrance to the house and wet kit and muddy boots should be removed and dried in this area.

Fire Safety Please bear in mind that there is no direct phone link to the Fire Service if the fire alarm is activated. In the event of a real fire, you should make a 999 phone call to the Emergency services. It is in a group's interest to arrange a fire drill, and encourage everyone to know the layout of the house. Group leaders must let all residents know of the Fire Procedures (displayed on notice board in the house), and the location of the assembly point in the car park. Also, please note that the alarms are sensitive and can be set off by steam from the showers and aerosols. Leaders should familiarise themselves with the control board in the downstairs hall so they can re-set it in the event of a false alarm, instructions are on the board.

Smoking Smoking is not permitted in the house and we ask that visitors are discreet and do not smoke in front of young people. Cigarette butts should be disposed of in a careful and responsible manner.

Rubbish We are committed to a policy of caring for the environment and recycling. Please use the recycling area (across the driveway from the house) for paper, cans and glass. Other household rubbish, which does not come into the above categories, may be disposed of in sealed black bin-liners and left in the double wheelie bin. All bins in the house should be emptied at the end of your stay.

First Aid There are first aid boxes stationed within the house. Groups are advised to bring their own, and be aware of any individual medical issues within their group.

Departing Please leave the Centre as you would have found it. Make sure all doors are locked and all windows closed, all lights turned off and radiators turned down to 3.

In event of a failure at the Centre during your stay, where it would be deemed unsafe for the group to stay, local groups will be asked to leave (and be fully refunded) and we will offer alternative accommodation to visiting groups.

If you are unclear about any of the above points please seek clarification prior to your visit

In completing and returning a booking form it is accepted that you have read (or have had explained to you) the above articles of procedure for the use of Ardwhallan Outdoor Education Centre and agree to ensure that your group abides by these procedures.