**BARMOOR BOOKING REQUEST FORM**

*We prefer use of the online form on the website at* [*www.barmoor.org.uk*](http://www.barmoor.org.uk) *but will accept the same information on this form.* *No booking is confirmed until dates are agreed by our administrator, and your deposit has been paid.*

*Use the website 'Contact Us' where possible or annagospel@hotmail.co.uk . Return this form to*

***Anna Gospel, Barn Farm Cottage, Normanby, York, YO62 6RJ*** *01751 430725*

​*Allocation of dates for each year will be done after November 1st, for the year following. Requests may be submitted at any time. If necessary, priority will be given according to an assessment of charitable need.*

*A vacancy that remains in the current season can be requested at any time and will be confirmed as soon as possible.*

1. Name or nature of your group \*
2. Your own name as organiser or group leader\*
3. Your email if possible
4. Your address and contact phone number \*
5. Is your group a registered charity? Add the number if you know it. \*
6. Approximately how many people might be in your group?
7. We have 3 different scales of charges as outlined on the booking page of the website. Please describe your group and the purpose of your stay, so that we can charge correctly. \*
8. Do you expect to pay charity rate, or concessionary or full commercial rate? \*
9. It is your responsibility to treat the premises with respect and leave them in a tidy state.

It is your responsibility to manage Health and Safety, Infection control including Covid, and Safeguarding during your visit in ways that are appropriate for all your group members.

Documents on all are provided on the Barmoor website that will help you think about this.

Tick\* that you have read them, and that you and the group will consider your own plans:

1. **Dates requested**

[Arrival is after 3 PM, and Departure before 10 AM; on Sunday before 7 PM.]

 State **days of the week** and **dd/mm/yyyy. \***

**Arrival:**

**Departure:**

1. If these dates are unavailable would you like to be offered alternative dates? Might different days of the week be possible? \*
2. Is there a date by which you need a firm booking before you can plan further?
3. Add any additional message you wish overleaf, after ticking this box