



Girlguiding

Cambridgeshire East county
Jarman Centre



Jarman Centre

Notes and Booking Form for Non-Residential Visits to the House

119 Duchess Drive, Newmarket CB8 9HB
(GR: TL660620)

The Jarman Centre has a large hall that can be booked for day-time or evening meetings. There is another small room (the Trefoil Room) downstairs and two larger rooms in the Loft (upstairs) for break-out sessions.

Maximum numbers

Main Hall 112 (N.B. equipped for 50)

Trefoil Room 16

Loft 20

A kitchen is available for preparing refreshments, or for cooking a meal (cooking equipment, crockery and cutlery only are provided). It may be possible to provide simple catering – please enquire. The ground floor is fully accessible to wheelchair users. Visitors to the house are free to use all the grounds, sharing with other groups who may be on site. There is parking for approximately 30 vehicles (shared with the campsites).

Charges, which include use of kitchen and/or break-out rooms, and utilities, can be found online at jarmancentre.org.uk/downloads/fees.

The keys are collected from, and returned to the Keyholder (contact details will be provided shortly before your visit).

Booking

First, check availability online at <https://jarmancentre.org.uk/availability/day-and-evening-bookings> and send your request via the form on that page. Email/telephone bookings must then be confirmed within **four weeks**.

To confirm your booking complete the attached form and send it to the Booking Secretary (email admin@jarmancentre.org.uk or phone 01223 813917 for the address) **with a deposit of one hour's fee for each date** (cheque payable to 'Cams East Guides Jarman Centre'). If it is easier for you, you may pay the total amount in advance. In the event of cancellation, the deposit is non-

refundable (but if you have paid the total amount, we will refund the difference).

The balance of the fees (if still due) should be sent, with the separate payment form at <https://jarmancentre.org.uk/downloads/forms>, to the Booking Secretary as soon as possible after your visit(s).

A receipt will be issued at this point.

For further information email: admin@jarmancentre.org.uk

IMPORTANT

Children are welcome at the Jarman Centre, but please ensure they are supervised at all times when outside using the play equipment and trampolines. Please consult the Booking Secretary if your group includes people with special needs; you may wish to view the facilities beforehand.

Fire regulations

1. All external doors are **Fire Doors**. Therefore, the high security Chubb locks (only accessible from the outside) on the **main doors to the Lobby, the door at the end of the Dormitory corridor, the outside pantry door and the door giving access to the Loft** (if you are using the Loft) **must all be unlocked** as soon as you arrive and remain **unlocked at all times** while you are there. The **French windows in the Main Hall and the Trefoil Room** are 'push and go' exit doors. Please ensure these doors are closed and that you double-lock all other doors on departure.

2. **If you park cars in the bays along the driveway be sure to leave enough width for a fire engine or other emergency vehicle, otherwise our insurance will become invalid.**

A note about late payments

Full payment should be made within 1 week of visit. The Jarman Centre reserves the right to charge 5% per month if the fee remains unpaid.

Girlguiding Cambridgeshire East county

Jarman Centre – Day or Evening Visit to the House Booking Form

Please complete this form and send it with your deposit, to the Booking Secretary
(email admin@jarmancentre.org.uk or call 01223 813917 for the address)

Make your cheque payable to 'Cambs East Guides Jarman Centre'

We also accept online payments to our bank account: CAF Bank – account no 00017752 – sort code 40-52-40

NB: Girlguiding leaders should only make payments using their Unit's bank account facilities

Name of Organiser/Responsible Adult		
Organisation/Event		
Address		Postcode
Telephone	Mobile	Email

Date(s) of visit(s)			
Arrival time		Departure time	

Approximate number	Adults:	Children:
Parties: approximate age of children		

Will you be using the kitchen?	
Will you be using the Loft (upstairs)?	
Will you be using the grounds? Any particular part?	

*If you wish to book Archery, Woodland Skills or Campfire Experience/Campfire Singing
please complete and include the relevant booking form as well*

Calculate the scale of fees and deposits required for your booking at <https://jarmancentre.org.uk/downloads/fees>

I enclose a deposit of £

OR

I wish to pay the total amount due now and enclose the payment form
(<https://jarmancentre.org.uk/downloads/forms>)

Signed	Date (dd/mm/yyyy)
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Please note your personal information is held securely and only used for managing your bookings.