



Girlguiding
Cambridgeshire East county
Jarman Centre



HOUSE INFORMATION AND BOOKING FORM

Outdoor Centre for a maximum of 50 young people and leaders

119, Duchess Drive, Newmarket CB8 9HB House telephone: 01638 665565

Booking Secretary: admin@jarmancentre.org.uk www.jarmancentre.org.uk

The Jarman Centre has two floors that may be booked separately or together. Residents in the house are free to use all the grounds, shared with any other groups staying, but not to camp. The campsites are booked separately. There is parking space for approximately 30 cars, also shared with other users.

Downstairs (maximum of 31: 24 young people and 7 leaders) is fully equipped and has facilities that are accessible to all. Cooking is by Calor gas hob and oven, top-up heating (if needed) by electricity. There is a multi-fuel stove in the Hall with wood available. 4 dormitories each have 6 bunks, with mattresses only; there are 2 separate leaders' rooms. Minimum charge is for 15 people.

Loft (maximum of 19) has 2 main rooms, 2 shower rooms with WC, an extra WC and a kitchenette for simple meals (fridge-freezer, 2 microwaves, toaster, 2 slow cookers and 2 kettles). Sleeping is on mattresses (provided) on the floor. The large room sleeps 12 maximum. Minimum charge is for 6 people.

Whole House Please note the minimum charge is for 32 people if you book the whole house.

The scale of fees and deposits required for your booking may be downloaded here:

<https://jarmancentre.org.uk/downloads/fees>

The Whole House and Ground Floor deposits may be paid in two stages: 50% to confirm the booking and 50% due six months before the event. If you are booking less than six months ahead the full deposit is due with the booking form. The Loft deposit is paid in full with the booking form.

NB Maximum number of residents in the House 50. In addition, up to 60 day visitors are permitted.

Arrival should normally be after 2pm and departure by 12 noon. Departure may be late afternoon on Sundays. You will be given the warden's address for the keys shortly before your visit. The Centre will be checked after you leave.

To book: Check the online availability calendar or email the Booking Secretary to make a preliminary booking.

Email/telephone bookings must be confirmed within **4 weeks**.

To confirm your booking, complete the attached booking form and send it to the Booking Secretary (email admin@jarmancentre.org.uk or call 01223 813917 for the address) **with a non-returnable deposit** as listed on the fees page of the website (see link above).

The balance of the fee should be sent, with the payment form (downloadable from <https://jarmancentre.org.uk/downloads/forms>) to the Booking Secretary immediately after the event.

Please note that you can include all elements of your booking (eg badges, activities, shop payments, etc) on one cheque; this will help keep our bank fees to a minimum.

A note about late payments:

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

If you wish to visit the Centre beforehand, please contact the Booking Secretary.

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IMPORTANT AND USEFUL INFORMATION

Supervision of children

There must be adequate adult supervision for all groups of children. Guiding and scouting groups must follow ratios set out in the appropriate Manual; other groups must ensure they have adequate supervision for the young people in their care. Please consult the Booking Secretary if your group includes people with behavioural or physical special needs. Children using the play equipment and trampolines must be supervised at all times.

Sleeping accommodation

If you need to adjust how you divide up your group (e.g. if you have Young Leaders, or a mixed sex group), please note the following points:

1. No more than 6 children should sleep in each dormitory. The Trefoil Room and Hall must not be used for sleeping accommodation for children.
2. Adults or Young Leaders may sleep on the floor in either the Trefoil Room or the Hall. Please bring air mattresses or camp-mats with you.
3. It may be possible to negotiate an extra adult/YL, but this depends on the numbers if another group is staying in the Loft, as the overall limit of 50 in the house is a Fire Regulation and must **not** be exceeded.

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. It must **always** be possible to open external doors from the inside, so there is no way, except by constant vigilance, of preventing anybody from **leaving** the building. However, an alarm is fitted to the door at the end of the dormitory corridor. This can be set to go off if someone opens the door at night, for example. The doors can be made secure against entry from the outside by pushing in the bottom of the snib on the edge of external doors – instructions are in the Useful Information file as well as on the doors themselves.
3. **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.**

Games and Activities

In the activities store just outside the pantry door, there is a good selection of games and activities. Please take care of them and put everything away tidily afterwards. If there are other groups on site you may need to negotiate who uses what and when. A list of what is available is online.

Additional information for Girlguiding leaders

If you need to send your REN form to a Host Adviser please send it to the Booking Secretary who will act in that capacity.

If you wish to book a campsite for daytime activities refer to the non-residential fees for the cost, which will be charged in addition to the house fees; other areas are not pre-bookable and you will need to negotiate with other groups on site. Please note that at busy times there may be several different groups using the Jarman Centre and its grounds.

If you wish to know which other groups will be using the Centre during your stay, contact the Booking Secretary not more than 4 weeks before the start of your booking.

Conservation work for Guides, Scouts and adult groups

Please let the Booking Secretary know in good time before your visit if your group would like to do some conservation work while you are staying at the Jarman Centre. Our Estate Manager will be in touch with you.

Jarman Centre – 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 Leader in charge of the Holiday			
Cambs East Unit/ Other Guiding or Scouting Unit/ Other Organisation			
Address			Postcode
Tel	Mobile	Email	
Arrival Date:	Arrival Time:	Departure Date:	Departure Time:
Approximate numbers:	Young people	Adults	Day Visitors
<i>Calculate the deposit/s required for your booking at https://jarmancentre.org.uk/downloads/fees</i>			
This booking is for: (please circle as appropriate)	Whole House (deposit £100 per night)	Ground Floor (deposit £70 per night)	Loft (deposit £30 per night)
I enclose a deposit of £	EITHER £50 per night now and £50 per night six months before event OR £100 per night now	EITHER £35 per night now and £35 per night six months before event OR £70 per night now	£30 per night now

Girlguiding only (please circle as appropriate) I hold the Overnight Licence (any section) OR I hold a Residential Licence with Facilities (Holiday) Module: Brownie / Guide / Senior Section	Date of assessment: (dd/mm/yyyy)
Or: This is an assessment Holiday, and I have made the necessary arrangements to be assessed.	(Yes/No)

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

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.