

Archery at the Jarman Centre
INFORMATION AND BOOKING FORM
for Residents and Day Visitors

Jarman Centre (JC) Booking Secretary: admin@jarmancentre.org.uk

The booking form should be sent with your main JC booking, or separately, to the JC Booking Secretary, (email as above, or call 01223 813917 for the address), **together with the non-refundable deposit per session** (which may be included in your cheque for your main booking deposit if applicable). We will acknowledge by email - and confirm also by email once an instructor has agreed to run the session. **Please give as much notice as possible.**

Group sizes

Group sizes may be up to 12 participants or between 13 and 18 participants. These numbers include adults and **cannot** be exceeded. Each session will last 1½ hours. Final payment will be due to the JC, with the rest of your fees (if applicable) or separately, immediately after the session, to the Booking Secretary (as above).

If you wish to hire our equipment without one of our instructors, for use only at the Jarman Centre, this is charged per 1½ hours and a photocopy of your instructor's Archery GB certificate is required.

Likewise the bosses and safety net may be booked separately and a copy of your instructor's Archery GB certificate is required. *Please note that with this option you must also make a residential/non-residential booking at the appropriate rate for your group.*

Details of the Archery Fees are available online at: <https://jarmancentre.org.uk/downloads/fees>

If you wish to discuss your requirements, or have a participant with special needs, please contact the Booking Secretary - we will make every effort to accommodate special needs (it is nearly always possible), but we need to know in advance as it may mean an extra instructor is required.

There must be an adult present with the group, who will be responsible for the behaviour of those waiting to take part and for First Aid. Adults can take part if they wish as long as the group size is

not exceeded, but there must still be an adult to supervise those waiting to shoot.

You should keep a copy of this document for your own information. You **MUST** also read the risk assessment on the website before the session and note requirements for participants' clothing, long hair and footwear.

Please be aware that the archery range is outside and sessions can take place only in daylight.

Sessions can, however, take place when it is raining; a shelter can be provided for those waiting to shoot. In very adverse weather conditions the instructor will decide if the session can continue. Please note that if you cancel once the instructor has arrived you may be liable for a charge to meet expenses.

Sessions are normally available between 1 April and 30 October, but may also be booked during the winter months subject to an instructor being available and weather permitting.

IF YOU NEED TO CANCEL or change your session in advance, or for any other non-archery based queries (such as access), please email the Booking Secretary as above.

IF WE NEED TO CANCEL a session at the last moment for any reason we will contact you. We will always try to reschedule if possible.

The JC shop will be available to buy Jarman Centre Archery badges (£1 each). If you wish (especially if buying for your whole group), you may pre-order these to collect on the day and include payment with the balance of your fees.

There is a selection of other badges and souvenirs in the JC shop.

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.

ARCHERY 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

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

Unit or Group:	
Leader-in-Charge/Responsible Adult:	
Phone number:	Mobile while at Jarman Centre:
Email:	

Dates staying at Jarman Centre:

From:		To:	
First choice date for session	First choice time:	Second choice time:	
Second choice date:	First choice time:	Second choice time:	

OR Date of non-residential visit:

Date:	
Arrival Time:	Departure Time:

Please indicate if anyone in your group has special needs that we should be aware of:

Do you require instructor/s?	YES / NO
Total number wishing to take part: (Children and Adults)	
Badges: I wish to pre-order _____ Jarman Centre Archery badges to collect on the day and will include payment with my session fee	

I confirm

- that I have kept a copy of this form for information
- that I will read the archery risk assessment on the website before the session - available to download from <http://www.jarmancentre.org.uk/downloads/useful-information>
- that I have noted the requirements for participants' clothing, long hair and footwear

I enclose a deposit of £ _____ OR

I wish to pay the total amount due now and enclose the payment form, available here:
<https://jarmancentre.org.uk/downloads/fees>

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