

Cornel Bookings Information

Availability

Cornel is available to Scouts, Guides, youth groups, and schools/education organisations .

It is not available for private bookings.

Indoor accommodation, the House and Annex, is closed over the Christmas & New Year period.

The Camping field is only available between Easter and end of September each year .

We have a limit on the total number of persons at the centre at any one time, so as not to overstretch resources.

To find out if we have availability you should email : cornelbookings@btinternet.com

Providing the following initial information :

1. The name of the Group/Organisation
2. The period you are interested in, arrival and departure dates.
3. What you are interested in; House, Annex, camping
4. How many persons you are hoping to bring (including leaders).

Once availability is confirmed we will email you a **Scout** or **non-Scout** booking form.

We start accepting bookings for 1st April 2016 – 31st March 2017 from June 2015

Fees

For the period 1st April 2014 – 31st March 2015

	Scouts		non-Scouts	
House (max 20 persons) £	100.00	£	150.00	per night inclusive
Annex (max 10 persons) £	50.00	£	75.00	per night inclusive
Camping £	4.00	£	4.00	per head per night

For the period 1st April 2015 – 31st March 2016

	Scouts		non-Scouts	
House (max 20 persons) £	104.00	£	156.00	per night inclusive
Annex (max 10 persons) £	52.00	£	78.00	per night inclusive
Camping £	4.00	£	5.00	per head per night

For exclusive use of entire centre fees, House and/or Annex buildings (and camping field during the camping season fees), please email.

Making and Securing the booking

You should complete/amend as necessary the grey boxes on the booking form.

A mobile number is essential in case of us needing to contact you urgently.

The form calculates the 50% non returnable deposit required to secure a booking.

There will be a date on the form by which your deposit should reach us.

There is also the date and amount of the final payment due 21 days before arrival.

If you are a Scout booking you should EMAIL the form back as soon as possible and make the deposit payment as required.

If you are a non-Scout booking you should EMAIL page 1 of the form back as soon as possible. You should also sign page 2 and post it with the deposit payment as required. If you are paying by bank transfer, then this form should be signed and posted to the address on the booking form without delay.

Bookings cannot be considered secure until both form and payment have been received.

If you should find you are not able to proceed with a booking at this point, please also let us know.

Payment

Payment(s) should be made from a non-personal account by cheque(s) to :

`ScoutsWales Cornel Centre'

please write your given reference number from the booking form, on the reverse of all cheques.

Post to the address on the booking form :

Cornel Bookings,
28,Wynn Avenue, Old Colwyn, CONWY, LL29 9RF

Bank transfer payments can also be accepted, please contact us for the relevant detail.

We are not able to accept card payments.

Any international payments/transfers must also cover the costs of currency exchange and bank charges in addition to the value of the booking fees.

If your administration requires an invoice or different way of working please let us know so that we can help.

You should note the date for final payment.

Changes to Bookings

We understand that numbers and needs can change between the initial booking and the visit.

In order for us to manage Cornel to the maximum benefit of everyone, we appreciate being kept informed of these changes as they occur, albeit a reduction in numbers or requirement, or additional numbers. The deposit asked for is set to encourage a serious commitment from you regarding using Cornel. In reality, providing you advise us of any reduced requirement prior to the final payment date, we will incorporate your deposit payment fully into the outstanding balance. Beyond that date you accept that you could be liable for the full amount due.

For situations where the visit has to be cancelled and a deposit payment has already been made, we will hold that credit for you against a future booking for a period of 12 months from the date that the visit was due to take place. If the full payment has been received then we will refund the balance payment and hold the deposit as a future credit for 12 months. In both cases this credit will be forfeited if not used. Any refund payments agreed will only be made into an account of the booking group or organisation.

Making the visit

Once the final payment has been received you will receive, by email, a `keycard sheet`.

This should be printed off and presented to the key holder when you collect the keys. We don't have a presence on site. Details of where to collect the keys are also provided.

You are asked to make contact with the key holder to advise on collection times, and return arrangements.

You can also purchase any or additional badges, or collect those already ordered and paid for when collecting keys. We do not hold stock at the Centre.

Please note :

All bookings communications are managed by email only.

Do not use the Cornel House address for any bookings or payment post.

If there are any concerns or problems, breakages, damage etc. please advise the Warden team without delay so that we can help resolve, repair or replace them for you and the next booking.

If there is anything else we can help with, please don't hesitate to email.