

Patterdale Hall Booking Checklist

We know that organising your course can be a daunting task so we've compiled this page to help you keep on track.

Usually between 18 to 12 months to go:	Tick	Date
Make your initial Booking Enquiry with us and set dates		
Decide on your Activities , including any evening provision.		
Discuss with us your Programme/Activities Requirements and a confirm your Price .		
Print, complete and return a signed Booking Form (via email).		
Seek approval from your school's EVC, if required.		
Receive confirmation of your booking from us, and a deposit invoice from our finance team.		
On receiving your invoice, pay 25% Deposit .		
Consider Insurance		
12 – 9 months to go	Tick	Date
Launch the trip at school		
Arrange a Parents Evening / Zoom call with a member of the Patterdale Hall Team, if required		
Follow us on Social Media (Twitter / Facebook / Instagram) and encourage parents to do the same, as well as signposting them to our Website for more information.		
Set up a Payment Schedule for parents		
Identify any Special Requirements that may be necessary and inform the centre (e.g. additional needs, medical issues and complex dietary needs etc)		
Identify any young people or adults who take Prescribed controlled drugs and inform the centre (see Controlled Drugs Storage Form)		
9-6 months to go:	Tick	Date
Contact the centre to Update Numbers if number of places required goes up, or down. (This is essential – please see the Ts and Cs on your booking form regarding charges for cancelled places. Please note that not all increases in numbers can be accommodated due to capacity of the centre.)		
Share with us your Course Aims and Objectives .		
Organise your Transport to and from the centre.		
Download Visiting Leaders Information Pack , Risk Management Summary and Main Building and Activities Risk Assessments from our website .		
Write your own risk assessments specific to your trip and young people – please liaise with our staff if you require any support with this.		
Send out Kit Lists so parents can start to prep (see Visiting Leaders Information Pack)		
5-3 months to go:	Tick	Date
Continue to keep the centre informed of any changes to participant numbers or requirements (medical, dietary etc).		
6 weeks to go:	Tick	Date
Confirm your Final Numbers to us (including staff) via email		
On receiving your final invoice, pay Remaining Balance		
We will send you a Final Info Form for completion		
We will send you a North Wing and/or South Wing Rooming List (we will confirm your wing allocation before your arrival date, if you do not have sole use of the centre)		

We will send you Consents Forms for your adults and young people .		
We will send you a copy of your Programme .		
Send Consent Forms out to parents		
3-4 weeks to go:	Tick	Date
Complete and return Rooming Lists via email		
Complete and return Final Info Form via email		
Compile and send a list of young people split into Activity Groups via email		
Ensure students have Kit Lists (see Visiting Leaders Information Pack)		
2 weeks to go:	Tick	Date
If not already done, return Final Info Form, Rooming Lists and Activity Groups List , as soon as possible.		
Print off /collect Consent Forms from your adults and young people and sort into their activity groups.		
Before Departure:	Tick	Date
Collect in any Medication		
Ensure everyone has a Packed Lunch		
Ensure you have Two Printed Sets of Consent Forms (one for you and one arranged into activity groups to be handed in on arrival)		
During your visit:	Tick	Date
On arrival, hand your Consent Forms to your Instructor in Charge (see Programme)		
Have a great time!		
Discuss any Booking Requirements for Following Year		
At the end of your visit complete an Evaluation Form		
After your visit:	Tick	Date
Feedback any learning points		
Tag us in any Social Media posts on Twitter / Facebook / Instagram		

Useful Documents - <https://www.patterdalehall.org.uk/patterdale-hall-document-library/>

Email: enquiries@patterdalehall.org.uk or **Call:** 017684 82233