



The Birks is owned by The Friends of Grove School (Registered  
Charity No: 510561)  
[www.thebirks.org](http://www.thebirks.org)  
[bookings@thebirks.org](mailto:bookings@thebirks.org)



Dear Hirer,

Thank you for your enquiry, please find attached the new style Booking Form for the Birks which can be completed online.

The Committee have produced this to provide a complete Booking and Information Pack. You will only be required to return the booking form from the information pack to secure your booking.

A flat rate hire fee has been introduced to simplify administration and assist in the financial projections that will be essential in funding the on-going renovations of the Birks to ensure its future.

We will closely monitor the new scheme and plan to introduce seasonal variations at a later date, this will give cheaper rates in the winter, higher rates in the summer months and any cancellations will be advertised on the Birks Web site at a reduced rate.

Due to on-going renovations there may be some disruption; however we aim to keep this to a minimum and where possible will honour your booking; however it may be necessary to rearrange or cancel some dates, if this happens we will of course offer an alternative date or a full refund.

Birks Committee & Friends of the Grove School

## **Booking Fees, Security Deposit & Payment Information**

A non-refundable deposit of £145 for short break and £230 for a week is due with your booking form to confirm your booking; this will need to be returned within 14 days of your provisional booking. In addition a separate post-dated cheque will be required for £100 as a security deposit. **All cheques should be made payable to Friends of Grove School – Birks Account.**

The deposit cheque will be presented to our bank immediately upon receipt. The security deposit cheque will be retained and will be returned to the hirer within 28 days of the keys being returned and subject to the receipt of a satisfactory report on the condition of the Birks after your period of hire. The property will be inspected after every period of hire, if the Birks was left in a clean and tidy condition, and no damage or losses have occurred during your period of hire, the security deposit will be returned. Should an adverse report be received some or all of the security deposit will be retained to offset the associated costs.

The Balance of your booking is **payable six weeks** before the hire period and should be remitted to the Booking Secretary; we reserve the right to cancel your booking should this not be received.

For departures within 6 weeks of the date of booking the full balance will be due and should be remitted by return along with your booking form to the Booking Secretary.

### **Hire Periods**

**Weekend:** Friday 2pm – Monday 12pm      **Midweek:** Monday 2pm – Friday 12pm

**Full Week:** Saturday 2pm – Following Saturday 12pm

**The Key will be available for collection from the School up to 14 days prior to the period of hire, arrangements can be made for people outside of the area, please contact the Booking Secretary.**

It is recommended that adequate personal Travel insurance is taken out.

### **Fee Payable 2017**

**Weekend / Midweek:** £479 (Deposit = £145)

**Full Week:** £863 (Deposit = £230)

### **Fee Payable 2018**

**Weekend / Midweek:** £499 (Deposit = £145)

**Full Week:** £899 (Deposit = £230)

**During the School summer holidays the Birks is only available for hire for whole week periods from Saturday to Saturday.**



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**Enclosed is a Birks Booking Form.**

Please complete the booking form electronically, tick the box to accept the Terms & Conditions and submit your booking.

Or

Print, Sign the agreement and return the form with your payment.

A booking confirmation will be issued. Your balance will be due 6 weeks prior to your stay. If your booking is within 6 weeks full payment should be made.

It is the responsibility of the hirer to ensure that the balance is paid on time.

Failure to return the booking form within 14 days will result in your provisional booking being cancelled.

Please contact the Booking Secretary if you don't receive confirmation of your booking within 14 days of returning it.

It is recommended that Hirers take out Personal Travel Insurance.



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**Birks Booking Form**

Please complete all the details below and either email or post to the Booking Secretary along with your relevant payment to the address below, please make all cheques payable to: **Friends of Grove School – Birks Account** Please return within 7 days to secure your booking.

**Birks Booking Secretary, Arran 6 Glebe Close, Cheswardine, Shropshire TF9 2RU**

**Email: bookings@thebirks.org**

Please contact the Booking Secretary if you don't receive confirmation of your booking with 14 days of returning it.

**Your Details**

Full Name: Address:  Postcode: Telephone Number: Mobile Number: Email Address: Friends of the Grove School may contact you with updates & special offers for the Birks, if you don't wish to be contacted please put a cross here.
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**Break Details**

Arrival Date from 2pm:	To Departure Date 12pm:
No In Party: Adults	Children                      Infants (under 3)
Organisation Represented (If any):	
Purpose of visit:	
Personal Travel Insurance Details:	
Number of Pets:	

I declare that I have studied carefully all the booking and standard Terms and Conditions laid down and guarantee that they will be observed. I undertake to pay the deposit of £145 for a short break or £230 for the week plus £100 post-dated security deposit to secure my booking and the balance of payment six weeks before the period of hire. I authorise you to apply the security deposit sum towards the cost of making good any damage to the property or its contents done during or in consequence of the proposed booking and undertake to pay any such cost in excess of the security deposit sum. I agree to be bound by the terms and conditions as set out within this form. Please cross the box to accept Terms & Conditions and return or sign below and return.



Signed (Hirer):|

Date:|

|

***The Birks is operated for the benefit of Grove School students***

## Terms & Conditions

### Booking Information

Please note: Birks booking Terms and Conditions apply.

#### 1. Booking, Deposit and Balance

1.1) The deposit payment represents a non-refundable deposit and is required to secure your booking. Payment should be made by cheque payable to **Friends of Grove School - Birks Account** and will be presented to our bank upon receipt.

1.2) The balance of the account should be received by the Booking Secretary six weeks before the period of hire.

1.3) The hirer is required at the time of booking, to provide a cheque for £100, as a security Deposit against damage or losses. This cheque will be retained by the Booking Secretary and will be returned to the hirer within 28 days, subject to a satisfactory report on the condition of the Birks at the end of each period of hire and the return of the key. The Birks exists for the benefit of the students of the Grove School, and as such their interests will take priority in all matters.

#### 2. Cancellations

2.1) In all cases, if you have to cancel your booking, please inform us as soon as possible by writing / email. It is recommended that the hirer takes out Personal Travel Insurance.

**Cancellation charges** outside 6 weeks before hire – Loss of Deposit  
Within 6 weeks of the hire – Total cost of hire.

**Extreme Weather Report** – In case of a cancellation due to the Met Office advice against travel on your route to & from the Birks due to extreme bad weather, alternative dates will be offered and any alternative hire must be taken within 12 Months of the original hire date.

#### 3. Arrival and Departure

On the day of arrival, the Birks is available from 2.00pm. On the day of Departure you are required to vacate by 12noon. It is not normally possible to arrive earlier and/or depart later, although you are welcome to contact the Booking Secretary directly to discuss whether special arrangements can be made in individual circumstances.

#### 4. Responsibilities of the Hirer

4.1) The person making the booking is considered to be the group leader and must be over 21 years old. He/she is responsible for the payment of all fees, the Safety and behaviour of the group and the general housekeeping of the Birks during the stay.

4.2) The hirer is responsible for the Birks, its facilities and its equipment during the period of hire and is expected to take due care of it. The Birks is let fully furnished. You will need to bring your own towels and sleeping materials. You are advised to check on arrival and report any shortcomings, damage or missing items. The hirer undertakes to report and pay for any damage caused to the Birks or for equipment that's lost, damaged, broken or stolen during occupancy. Unsuitable substitutes are not accepted. The property, all the equipment, utensils etc. must be left in a clean and tidy condition at the end of the hire period. Upon Inspection after your stay should the property be found to be in an unclean or Untidy state or if damage or losses have occurred, some or all of the £100 Security Deposit will be retained to offset the associated costs. The Friends of Grove School also reserve the right to require the hirer to pay for any appropriate costs or losses above the amount of the Security Deposit.

4.3) The Friends of Grove School reserve the right to decline or accept a booking, or refuse to hand over the Birks to any person or group. The Friends of Grove School reserve the right to repossess the Birks at any time where damage has been caused, or in the opinion of the Friends of Grove School representative, is likely to be caused, by the hirer or any member of the hirer's party. In such cases the Friends of Grove School shall not be liable to make a refund of any portion of the hire fee paid.

#### 5. Your Conduct

Please show consideration for the property, the surrounding area and your neighbours. If the hirer or a member of the hirer's party fails to comply with this requirement, your booking may be terminated and you will be asked to leave the property. If you enter the property after this time you will be trespassing. No whole or part refunds will be made if the hirer's party is asked to leave under these circumstances.

**Important Note:** The use of naked Flames within or surrounding the Birks or any Weapons in or around the property is **strictly prohibited**. Use of such items may result in the party being asked to leave immediately, without refund of any portion of the hire fee. The Birks is a "No Smoking" establishment and strictly adheres to The Smoke-free (Premises & Enforcement) Regulations 2006.

**Pets are not allowed inside the main house of the Birks.**

#### 6. General

6.1 In these terms and conditions "Hirer" means any customer who makes or is making a booking for The Birks and "you" means the hirer submitting a booking. "Us" "Our" and "We" mean The Friends of the Grove School Registered Charity No 510561  
6.2 The contract for the supply by us of accommodation and (where applicable) other related services ("Contract") will be formed when we accept your booking and we receive from you the appropriate Booking Deposit by cleared funds and the Security Deposit.

6.3 Your Contract cannot be amended unless confirmed by an authorised representative of the Friends of Grove School.

6.4 These conditions and any matters referred to by us form the entire understanding between you and us and supersede any prior promises, representations (unless fraudulent) or undertakings.

6.5 Any omission or errors in any literature, web site, order form, quotation, price list, booking confirmation or other document issued by us may be corrected by us without

liability. We will advise you of any changes at the time of booking or as soon as is reasonably possible

6.6 The provisions of the Contracts (Rights of Third Parties) Act 1999 are expressly excluded from the Contract so that no third party may claim any rights under this contract.

6.7 Personal Insurance - this is not included in the hire costs but it is recommended that the hirer takes out their own cover. Personal belongings at the Birks will not be covered under our insurance.

#### 7. Making a Booking

7.1 All bookings are made subject to these terms and conditions and the person making the booking warrants that he/she has the full authority to do so on behalf of all the persons they are making a booking for, and confirms that all such persons are aware of and accept these conditions.

7.2 The Friends of Grove School reserves the right to increase or decrease prices provided that we will notify you in writing prior to any changes in tariffs and you may cancel your booking within 7 days of this notice if you are unhappy with the price increases/decreases.

7.3 All bookings are subject to availability and the Friends of Grove School reserve the right to decline any booking at its discretion.

#### 8. Payment

8.1 In order to secure your booking you must pay us the appropriate booking deposit.

8.2 The balance must be paid six weeks before the period of hire.

8.3 Payments shall normally be made by cheque but may be made in such format as we may agree with you when you place an order.

8.4 If any payment under these terms and conditions is overdue, then without prejudice to our other rights and remedies we may cancel your booking; and/or we may suspend the supply and/or deliveries of any other services being provided to you by Friends of Grove School.

8.5 Deposits payable are non-refundable.

#### 9. If you change your booking

9.1 If you wish to change a confirmed reservation (e.g. changes in dates) such changes are subject to the availability of suitable alternative dates and are subject to any additional costs incurred in making changes to accommodate your request.

9.2 We will inform you of the amount of any additional costs when you request your changes and shall agree such costs with you.

All changes will be at the Friends of the Grove School discretion.

#### 11. If we change your booking

If it becomes necessary for us to cancel or change your booking, in total or in part, the Friends of Grove School will inform you as soon as is reasonably possible of any necessary changes. You shall have the choice of accepting the changed arrangements or of booking an alternative date under the new changes at the discretion of the Friends of the Grove School or of cancelling your booking and receiving a full refund of all monies paid.

#### 12. Delay or Failure to Perform

We shall not be liable to you if we are prevented or delayed in the performing of any of our obligations to you if this is due to any cause beyond our reasonable control including (without limitation): an act of God, explosion, flood, fire or accident; war or civil disturbance; strike, industrial action or stoppages of work; any form of government intervention; a third party act or omission; failure by you to give us a correct delivery addresses or notify us of any change of address.

#### 13. Our liability to you

13.1 The Friends of Grove School shall use best and fair practise to ensure that the Accommodation and /or other services you book are in accordance with these terms and conditions.

13.2 Where an element of your booking is not provided as stated you must notify us within 28 days of the alleged breach. We shall then investigate the matter and if we agree that we have not delivered the services in accordance with our best and fair practise and within our terms and conditions you shall be entitled at our discretion a full or partial refund of the cost of your booking (or, where appropriate, the relevant section of it) less any fees charged for changes requested by you.

13.3 We will not be liable to you by way of representation (unless fraudulent), common law duty or under any express or implied term of the contract for: any losses which are not foreseeable by both you and us when the Contract is formed arising in connection with the supply of the services or their use by you; any losses which are not caused by any breach by us; business trade or consequential losses.

13.4 Our entire liability in connection with the Contract will not exceed the purchase price of the services booked less any amendment charges paid to us.

13.5 Except in relation to death or personal injury caused by our negligence the Friends of Grove School liability remains, at all times, limited to the value of the services booked, excluding any amendment charges paid to us.

#### 14. Behaviour

If your behaviour is deemed to be unacceptable, causes or is likely to cause damage to the Birks your booking may be terminated and you may be required to leave the Birks. No whole or part refunds will be made under these circumstances

#### 15. Governing Law and Jurisdiction

The contract is subject to English law and the exclusive jurisdiction of the English Courts.

#### 16. Your Information

We shall only store and use the information you supply to us or which is supplied for the purposes of carrying out our contract with you.



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Welcome to the Birks. We hope you find this information useful in planning your break.

Please contact us should you have any further queries.

### **Address**

The High Birks  
Duddon Valley  
Seathwaite  
Broughton in Furness  
Cumbria  
LA20 6EF

### **Directions**

Traveling from the South – Leave the M6 motorway at Junction 36 take the A590 towards Grange Over Sands / South Lakes follow this road passing Newby Bridge and Spark Bridge, then take A5092 towards Broughton In Furness passing through Grizebeck and Foxfield, bypass Broughton on the A595. Shortly after you will come to a bridge and traffic lights turn right at the lights towards Ulpha. The roads from here are very narrow so please drive with care, follow this road passing through Ulpha towards Seathwaite, you will pass the post office and Newfield Inn Pub, carry on this road, you will pass over three cattle grids along the way. The first bridge you come to will be the Duddon Bridge carry on to the next Bridge which is the Birks Bridge, turn here and through the gates and follow the forestry commission road straight on, please drive with caution as there are potholes, you will shortly see the Birks on your left, carry on to the turning and through the gates, please ensure that these gates are kept closed at all times (to keep the sheep out!).

Sat Nav's will take you to the Birks however may not take you this route and may take you over Harter Fell via Wrynose pass or Hard Knott Pass, although very Scenic these routes are narrow and very steep so drive with caution.

### **Arrival**

The Birks will be available from 2pm, your group will be responsible for the building until 12pm on your day of departure. The person who signs the booking form will be the responsible person and will be held overall responsible for the Birks.

*The Birks is operated for the benefit of Grove School students*



## Facilities

**Main House:** 16 Beds arranged 1 Twin Ground floor with wash basin, First floor 2 X Twin, 1 x 6 beds (3 Bunk Beds), 1 x 4 beds (2 Bunk Beds).

**Barn:** 12 Beds all single in dormitory style room (no heating in this area)

**All Beds have single mattresses – You will need to bring all bedding / towels (Sheets/pillows/sleeping bags)**

**Lounge:** This area has seats for 20 people and a log burner (Coal provided, please provide your own logs)

**Payphone:** Due to the location of the Birks there is no mobile phone or TV signal, there is a payphone located in the ground floor bedroom, the number is **01229 716522**

**Kitchen:** There are 2 domestic electric ovens with 8 hobs, 2 domestic fridges, 1 domestic sized freezer, microwave, kettles and toasters, 2 sinks and a full range of kitchen utensils, crockery and cutlery. (please report any breakages)

Tea Towels are not provided

**Dining Room:** There is a staged area between the Kitchen and Barn for dining, with tables and chairs, take care of low beams and stone steps

## **Washing Facilities (please provide your own toiletries)**

**Main House:** 3 x Wet Room Showers (of which 1 is a disabled toilet/shower), 2 x toilets with Hand Basin, 2 x communal sinks.

**Barn:** 2 x Toilets, 2 x communal sinks, 1 x Shower (these are accessed via wooden steps or from the outside door)

**Heating:** Full oil fired central heating throughout the main house and enclosed log/coal fire, the controls for the heating and water are located in the washroom of the ground floor bedroom, the immersion switch is located by the boiler in the wet rooms.

**Please ensure all heating/water controls are turned off when you leave the Birks and do not alter the thermostat as this is set for protection against frost.**



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## **General:**

The outside of the Birks is left in its natural habitat, we recommend suitable footwear and clothing is worn.

The skip is provided for non-recyclable waste only. Please recycle all glass, tins, cardboard, papers and plastic. There is a recycling centre at the back of Tesco's in Millom.

Use the feminine units provided, flushing sanitary products down the toilet can cause pollution and blocked drains.

Please ensure the property is cleaned on your departure – cleaning products are located under the kitchen sink and in the second cupboard under the staged area.

Please take responsibility for the Birks while you are there and look after it, please remember that the Birks is operated for the benefit of the students of the Grove School and managed by a voluntary Committee who are busily exploring avenues to carry out the necessary renovations that will secure the future of the building.

## **Utilities:**

**Location of Water stop tap:** In the drying room.

**Location of Mains Electricity Switches & Fuse Box:** Over door in lobby.

**Location of Fire alarm:** By Kitchen door leading to lobby.

**Location of First Aid Box:** By hand basin in ground floor bedroom.

## **EMERGENCY:**

**Emergency contact details are on display on the notice board in the lounge**



## Shopping

The local post office at Ulpha stocks essentials such as bread and milk.

The nearest supermarket is Tesco's located in Millom on the coast, they will also deliver if you pre order, and have recycling facilities on site. There is also a garage located here.

## Fishing

The local post office has details of available fishing, such as nearby Seathwaite Tarn (steep 1 mile walk), there is beach fishing in Silecroft, west of Millom and wall fishing in Haverigg also west of Millom. Also Paul at the Newfield Inn has lots of local knowledge.

## Newfield Inn

The Local pub 3 miles away offers traditional beers, and great food, with a nice garden/play area. If you're feeling fit you can walk along the river or drive.

### The Newfield Inn

Seathwaite

Broughton in Furness

Cumbria

LA20 6ED

**01229 716208**

[www.newfieldinn.co.uk](http://www.newfieldinn.co.uk)

[www.visitcumbria.com](http://www.visitcumbria.com)

[www.theaa.com/walks](http://www.theaa.com/walks)