

Millennium Activity Centre Booking Information.

If you wish to book on-site activities please read the following information before booking.

1. All campsite bookings & visit requests are taken by the bookings secretary on - book@jlw.me.uk
2. All activity bookings are taken by the activity coordinator on - activities@jlw.me.uk
3. Please book activities as soon as possible. We ask for a minimum of 4 weeks notice so that we have time to arrange staff to run the activities. Our staff are all voluntary & will try their best to meet all booking requests.
4. When booking, the following information will be required;
Your groups name / Your name, phone no., & e-mail / The preferred day & time that you would like.
The expected no. of people / The age range of the group / Details of any disabilities either mental or physical.
5. The coordinator will find available staff & pass your details to the member of staff who will be running the activity on the day you have requested & will then contact you to finalise times & confirm the booking. If you have heard nothing by two weeks before your requested booking, please contact the coordinator again.
6. Only our equipment can be used on the shooting & archery ranges. Scout & Guide users with the relevant qualifications may use their own equipment on the climbing tower, but this must be arranged with the coordinator in advance.
7. Bookings are in 1 hour slots; 9.30-10.30 / 10.45-11.45 / 12.00-1.00 / 2.00-3.00 / 3.15-4.15 / 4.30-5.30
Alternate times or continuous 2 hour bookings **may** be available.
8. In the case of bad weather, activities may have to be cancelled or cut short & possibly at very short notice. In this case there would be no charge or a reduced charge. If you cancel after confirmation of your booking you may be charged if we cannot rebook the activity.
9. Safety is of paramount importance & each activity therefore includes a safety talk. Any members of the group messing about or failing to follow instructions will be given one warning. If the behaviour continues the session will stop & the member/s of the group will be asked to leave the activity centre. If a session is delayed or halted due to bad behaviour then normal charges will still apply.
10. Before the activity, groups must go to the wardens cabin where a member of staff will fill out a log-in sheet for the group. You will then need to be at the Millennium Activity Centre by at least the time of your booking. If you are late arriving it's your time you're wasting as sessions must finish on time to allow for following bookings. You will need at least one adult to stay with your group on each activity.
11. All activity charges are payable on the day. (If camping on site the charges can be added to your camping fees & be paid at sometime before leaving site.)
12. For air rifle shooting, all Scout Association users under 18 will require a consent form signed by a parent/guardian. We can supply you with a blank copy to fill in & photocopy for each member of your group. When you log-in the group leader will be asked to sign to say that they are in possession of a signed consent form for each member under 18. The session will not take place without this & you will be charged.
13. For Guide Association groups all users under 18 will require a consent form signed by a parent/guardian for any activity. We can supply you with a blank copy to fill in & photocopy for each member of your group. When you log-in the group leader will be asked to sign to say that they are in possession of a signed consent form for each member under 18. The session will not take place without this & you will be charged.
14. For climbing & abseiling, female users are requested to wear either shorts or trousers.
15. Please check that your group are suitably clothed for the time of year & expected weather conditions.
16. Please try to avoid wellingtons or loose footwear on the climbing tower.
17. It is awkward to give accurate timings on the tower. The archery & shooting are slightly easier to predict. If you're not sure how long you need for your group, talk to the coordinator who will advise you as best as possible, although we cannot give any guarantee how many go's you will get in an hour.
18. All our activity staff are trained to the standards required by the Scout & Guide Associations & the centre has been constructed to their guidelines. We also hold 3rd party insurance for non Scout & Guide users.