

# BOOKING CONDITIONS

- **Groups must have Bible teaching as part of their daily programme.**
- **Groups must comply with the manager's requirements for:**
  1. **Health and safety.**
  2. **Fire regulations** - fire precautions/alarm first night under manager's instruction.
  3. **Health and hygiene regulations** - at least one member of catering staff should hold a basic food handling certificate. That person must take responsibility for ensuring high standards of hygiene are maintained at all times by all the catering staff.
  4. **Care of the facilities** - The centre must be treated with respect and kept clean and tidy at all times during your stay.
- Many Christians have contributed to the purchasing and refurbishment of Windmill Christian Centre and it is only through their continuing generosity that the Centre continues to be maintained and improved. A responsible use of the property is therefore the duty of those who enjoy its facilities.
- The Windmill Christian Centre is a well-known landmark in Arbroath, the primary aim of which is to bring glory to God and to further His work. It is important that those who use the Centre are aware of this, remembering that people in the area will take note of their behaviour and judge Windmill Christian Centre and Christians accordingly. **With this in mind we ask that after 11p.m. there is no outside activities and noise inside is also limited.**

- No alcohol, smoking or non-prescription drugs are allowed within the building or the grounds.
- The managers, and additional staff live within the building and are available to help groups during their stay.
- Although Windmill Christian Centre has its own insurance cover, groups need to cover their members against accident, travel loss of belongings and damage to the Centre.
- All breakages must be reported to the manager. The cost to repair or replace will be charged at cost and deducted from the deposit and any additional cost added to the final bill.
- The centre must be cleaned, to the satisfaction of the manager, prior to departure. Clear instructions will be provided. **Should the centre not be suitably cleaned the deposit will not be returned but will be used to pay for the necessary cleaning.**
- **Final bill must be paid before departure or late payment charge will be applied.**
- **Arrival & Departure:**  
Check in time from 4:00p.m. on day of arrival and rooms must be vacated by 11:00a.m. on day of departure  
These times can be adjusted by prior agreement but an additional charge may be applied.

**Please note that all essential cleaning materials are provided and should be used as indicated.**

All public areas (kitchens and toilets) are stocked with soap dispensers, hand towels and toilet paper as required.

**Tea towels are not supplied.**

**Toiletries (including toilet paper) for en-suites are not supplied.**

## CHARGES

**The following are the current charges levied. These prices are reviewed annually and may be subject to change particularly if the booking is more than three months prior to visit.**

Should your booking be made within 12 weeks of the dates required the price will be fixed.

Description	AMOUNT
Standard charge per night - Adults (incl. children 8 and over)	£13.50
Standard charge per night - Children aged 4-7 years	£7.00
One night two day weekend - Adults (incl. children 8 and over)	£20.00
One night two day weekend - Children aged 4-7 years	£10.00
Day Visitors - charge per day or part day	£5.00
Provision of Bed Linen - charge per set for duration of stay	£4.00
A non-returnable deposit must be paid to confirm booking which is deducted from the final bill. Deposit may be retained to cover cleaning costs or breakages.	£150 weekend £650 week
An additional interim payment must be paid six weeks before arrival.	£300 weekend £1350 week
<b>Minimum Occupancy (for new bookings 2012 onward)</b>	
Sep-Jun: minimum occupancy charge of 35 persons per booking is applied.	
Jul-Aug: minimum occupancy charge of 45 persons per booking is applied.	
<b>Discounts on Standard Rates (highest discount applied)</b>	
Mid-week bookings Oct-Mar receive 15% discount	
Large group discount: 50-64 persons = 5%, over 65 persons = 10%	
<b>Cancellation Charges are as follows:</b>	
Within 12 weeks of date: 50% x min. occupancy x nights booked will be payable.	
Within 4 weeks of date: 100% x min. occupancy x nights booked will be payable.	
If the Centre can be re-let a refund may be made	
<b>Late Payment Charge</b>	
<b>Failure to make final payment before departure will incur an additional charge of 10% of the full amount.</b>	

**Note: All charges shown include the new VAT rate of 20%**

## FACILITIES AVAILABLE

### **Bedrooms**

#### **Maximum occupancy is 80 persons**

There are 69 fixed beds in 16 en suite centrally heated bedrooms.

Additional on site accommodation for 11 persons can be provided by prior arrangement if available.

**Each bed has a duvet & pillow, but guests are required to bring a duvet cover, sheet and pillowcase.**

**Bed linen can be hired at extra cost.**

**Note: Sleeping bags are not suitable.**

### **Lounges**

Large lounge with comfortable seating for around 45. Piano.

Large monitor for data projection.

Small lounge with comfortable seating for around 12.

Lounges can be opened into one large lounge by prior arrangement.

### **Meeting Room**

Movable seating for 65. Piano.

Ceiling mounted data projector & screen

### **Small Kitchen**

Domestic cooker. Automatic hot water dispenser. Crockery, cutlery, glasses.

### **Games Room**

Around the wall seating for about 20 people. Full size Pool table (50p/play) and Table Tennis table.

### **Main kitchen**

6 burner & solid top gas stoves.  
Microwave & Rice cooker (for 50).  
Stainless steel food preparation tables.  
Saucepans, kettles, cooking trays,  
cooking utensils, chopping boards,  
measuring scales, bowls etc.

### **Food Store**

Shelving. Fridge & freezer.

### **Servery & Dish-washing Room**

2 x 6 slot toasters. Crockery, cutlery,  
glasses. Serving utensils, teapots,  
coffee pots  
Waste disposal unit & spray rinse sink.  
Automatic commercial dish-washer with  
detergent and rinse dosing equipment.  
Washing machine (for tea towels only).

### **Dining Room**

Seating/tabling for 80.  
Automatic hot water dispenser

### **Conference Room**

Large room with 150 seating capacity.  
Suitable for some light indoor games.

**Please note: should you wish to use this room it must be pre-booked through the manager. Other groups may use this room during your stay.**

### **Misc. Equipment**

TV, DVD player, white boards, etc. are available upon prior request.



# **Information and Booking Conditions 2012**

## OUT AND ABOUT

The town of Arbroath offers many facilities and activities which groups can participate in although some will need prior arrangement. Check our website for further details.