

Making a Booking with Marwell Outdoor Activity Centre

STEP 1 – Making a Booking

To make a booking please visit our web site at www.marwellactivitycentre.co.uk and follow the simple instructions that will help you make and register your booking with us. After the initial booking confirmation is received one of our team will check the availability for your chosen date. Once this has been done we will send you a confirmation via email. At this point you will be sent details of your proposed visit along with full costing's. If you require a site visit prior to your event with us please contact our office team to arrange a suitable date and time.

STEP 2 – Deposit payments

Once you have made your booking we will email a pro-forma invoice for the 3% deposit payment for your event. This payment is no refundable and must be paid no later than 30 days after the date of the original booking. At this point we will also send you a copy of your program and a leader pack for your appraisal.

STEP 3 – Final Balance

Two weeks before your visit to the Centre we require final numbers. The final balance must be paid 7 days prior to your arrival date. At this stage we will require and dietary requirements and any special needs information. Different payment arrangements can be organised on request.

STEP 4– Choosing Your Programme

One month prior to the visit you will need to confirm your final programme. Changes that need to be made by leaders must be done at this stage. We reserve the right to alter plans and programmes according to conditions and availability.

All leader information and risk assessments can be found on our website.

All payments are subject to VAT