

see our website for more details

2011 bookings

The bookings process:

- ☆ Agree details of booking (dates, buildings, amount of donation)
- ☆ Pro-forma booking agreement completed and sent to you
- ☆ Check and sign booking agreement and return with first donation within two weeks
- ☆ Confirmation pack sent to you including arrival details form
- ☆ Two weeks before arrival, complete and return arrival details form with balance of agreed donation
- ☆ We prepare Sheldon and welcome you at the agreed time



Primary School group



Family Activity group

	Pound House	Long Barn (from Oct)	Pig Pens (from Mar)			Hen Runs (from Feb)			
			Berks	Glos	Tam	1	2	3	4
<b>Beds</b>									
standard	12	17	2	2	2	2	2	4	2
sleeping deck			2	2					
extra mattresses*	8		2	2	2	2	2	2	3
total possible	20	17	6	6	4	4	4	6	5
<b>Bedrooms</b>									
single		1							
twin	6	8	1	1	1	1	1	2	1
twins can be double	5	8	1	1	1	1	1		1
en suite	3	8	1	1	1	1	1		1
ground floor			1	1	1	1	1	2	1
<b>Wash/cloaks</b>									
baths	1								1
showers	7	10	1	1	1	1	1	1	1
toilets	8	14	1	1	1	1	1	1	1
toilets with grabs	2	1			1				
Main rooms	1 large 1 med 1small	2 large	bedsit	bedsit	bedsit	bedsit	bedsit	2 bedsit	1 small
Kitchens	large	medium	mini	mini	mini	mini	mini	mini	mini
Guideline donation/night	£325	£350	£50	£50	£50	£45	£45	£60	£60

\* Actual numbers allowed may vary. Sheldon can supply up to 10, above that bring your own.

## Making a booking

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We aim to provide a very personal level of service throughout the preparation and support of your visit.

We live as a Community at Sheldon. We will be welcoming you to share Sheldon with us and with other guests in residence, so it is important that bookings work well for all concerned.

We are always pleased to meet and show you round by prior appointment.

We always prefer to deal with one person who will be responsible for seeing the booking through from planning and paperwork stage, to accompanying the group while in residence.

## Finance

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- ☆ Your donation towards the costs of running Sheldon is agreed at the time of making a booking.
- ☆ We invite groups to give fairly according to your means and using the guidelines as a starting point. We would rather discuss your contribution than feel finance was a bar to visiting Sheldon.
- ☆ It costs £1¼m/year to run Sheldon and only about 60% of this is currently covered by contributions from guests. Friends of the charity give generously, and the Community help through our salary sacrifice (we draw personal allowances of £85/week).
- ☆ Please make provision for financial cover in the event of cancellation. We request you take out cancellation insurance to cover sickness of key leaders, etc. Late cancellations can severely compromise our budget. We suggest a 90% contribution for cancellation under 2 months, and 50% under 6 months.

## Commitments - yours and ours

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Sheldon's wonderful atmosphere arises from the love and commitment of the Community, staff and volunteers, and the guests with whom we share this special place. Each building is self-contained, but you will share the Sheldon site with the Community, guests on private retreat, and perhaps another group. The diverse needs of our different guests make it essential for everyone to sign up to a basic memorandum of understanding. This will be included on the booking form. We trust it will help you and others to enjoy and benefit from your visit to Sheldon

### Our commitment to you

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- To make you welcome in our home
- To ensure that accommodation is clean, warm and ready for your arrival
- To give you the privacy of exclusive use of the buildings reserved for you
- To provide plenty of advance information, and advice as requested
- To respond promptly to any problems that arise during your visit
- To look after communal areas and grounds for you to enjoy

### Your commitment to us

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- ☆ To consider the needs of others:
  - Ensuring that members of your group know and respect the boundaries
  - Respecting the need for peace and quiet around the site after 10.30pm
- ☆ To leave Sheldon as you find it:
  - Treating indoors and outdoors with appropriate care and respect
  - Ensuring that children are adequately supervised and guided
  - Organising time for proper cleaning and tidying before you leave
- ☆ To plan your timetable and communicate with your group members to ensure that you arrive after the booking starts and depart before it ends. Ensure every member of your group knows that pets are not welcome at Sheldon.
- ☆ To read the information provided, and return the arrival form and your gift on time.