



Group Booking Procedure

1. Group Bookings are for eight units or more.
2. The Group Booking Form should be completed by the individuals who wish to book pitches as part of your group and returned to the person who is organising the group booking.
3. Payment for bookings is to be made to the Region/DA/Section/Group Organiser as specified by you, for example, cash, cheque, bank transfer, made out as you require.
4. Cheques from individuals **must not** be made payable to The Camping and Caravanning Club.
5. The total fees payable for each booking should be transferred to the Group Booking Summary Sheet.
6. When all bookings have been received and the Summary Sheet totalled, one cheque, should be issued by the Region/DA/Section/Organiser. Cheques should be made payable to **The Camping and Caravanning Club**. If you prefer to pay by card, please send in your paperwork without a cheque and we will call you for a card payment.

When completing the Summary Sheet, please check that all the forms in your group booking are correctly completed to facilitate prompt processing. If one booking is incorrect the rest of the booking is on hold till this is amended.

7. Please do not include in the booking any forms requiring a disabled pitch. These must be submitted separately as these pitches are in a different area.
8. All pitches are required to be either all electric or non-electric, group bookings cannot contain different pitch types.
9. Please ensure that everyone included in the bookings are members and that membership numbers are on the Booking Forms.
10. If possible, can the organisers of the group booking be the first to arrive on the first day of your booking to help supervise the group.
Please indicate the name and the contact telephone number of this person on the Group Booking Summary Sheet.
11. Return your booking forms to Torchlight Festival of Camping, Group Bookings, The Camping and Caravanning Club, Greenfields House, Westwood Way, Coventry, CV4 8JH.