



(Eshton Grange)

Registered Company No 5098573. Registered Charity No 1105377.

## **Non-residential visits**

### **Information sheet**

**Eshton Grange's facilities are available for use by non-residential visits by schools, colleges, youth clubs etc.**

**These visits may be just a "one off" or a block booking for regular visits, depending upon scheduled use of the buildings.**

**The Centre's facilities may be booked for half-day, full day or evening sessions with charges being £35 per half day session, for the use of either the Sports Hall, Activities Centre, IT room, Cinema, one of our two seminar rooms or the Animal Unit.**

**Groups also have the opportunity to carry out projects on site, such as the nature trail or pond dipping etc. There is currently no charge to those who do not use any of the charity's buildings for their visit.**

**Before we are able to accept any bookings residentially or otherwise, we request certain information regarding your organisation and its activities, to enable us to determine whether your organisation falls within the operating criteria of the Trust. Our pre-visit requirements are detailed below.**

**Once this initial procedure has been completed groups will be free to book the use of Eshton Grange and its facilities.**

**Should you want any further information please contact the site manager on:-**

**Tel: 01756 749334 or Fax: 01756 749962.**



Registered Charity Number 1047159

Play Away  
C/o The Secretary  
Eshton Grange  
Gargrave  
Skipton  
North Yorkshire  
BD23 3QE

Tel:- 01756 749334

Fax:- 01756 749962

Dear

Thank you for your enquiry about a non-residential visit to Eshton Grange. We currently operate a policy of meeting staff from any group prior to visiting the Grange with children, to discuss basic standards expected from visiting groups and to allow you to see facilities available.

If you would like to arrange a visit at your convenience please contact the Centre manager on the telephone number above.

Prior to being able to take bookings from your organisation, there is certain information that we require to help us assess your application.

Could you please send details regarding staff experience/qualifications together with confirmation that staff have been checked for suitability to work with children by the Disclosure Barring Service.

Could you also indicate the age range of children with whom your organisation works together with details of the nature and frequency of your work with them.

With regards to your organisation itself, could you please indicate whether you are a registered charity, company limited by guarantee, after school club, youth club etc. Also, if possible, send a copy of your annual report or accounts to us or, if unavailable please give an indication of your organisations funding situation ie social services, fund raising, local authority grants, payments by members etc.

A prompt response to this letter will help us to assess whether your organisation meets the operating criteria of Play Away's Trust and allow us to confirm bookings with you as soon as possible.

Yours sincerely

On behalf of the Trustees