



Sandwich Bay Bird Observatory Trust

Guilford Road, Sandwich Bay, Sandwich, Kent, CT13 9PF

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Registered Charity
no. 289343

ACCOMMODATION POLICY

1. Self-catering accommodation is available on a short term basis to members or non-members at the currently-advertised rates. Members will receive a preferential rate.
2. All bookings will have a maximum two week limit unless there is prior agreement of the Warden in consultation with an officer of the Trust.
3. Bookings should normally be paid for in advance of guests' arrival, at the discretion of the Warden. Guests who cancel at short notice, i.e. less than 5 days will receive no refund. Guests Cancelling 6-15 days before will receive 50% and those cancelling 16 days or more will receive a full refund.
4. External speakers at SBBOT meetings can be offered up to one night free accommodation as part of their expenses.
5. All people who stay must pay with the exceptions of the following categories
 - a) speakers as above at the event organiser's discretion
 - b) two week placements or more for those who act as voluntary assistant wardens
 - c) those who can provide a specific study to be agreed with Council
6. Reduced rates (Currently at 50% per night) are available to anyone who contributes to a regular, beneficial activity where this activity requires an over-night stay, e.g. moth-ing, maize ringing, ringing mammal trapping. Any other beneficial activity will be referred to Council, e.g. arachnologists, coleopterists or similar specialists.
7. The Family Room is not available for anyone seeking reduced rates unless it is being used as a dormitory.
8. For those who may need to get up at unsocial hours, (2 a.m., for example), Room 1 is the preferred option because of its isolation and likelihood of causing least disturbance.
9. Bookings for large groups will only normally be taken from members. There will be a £50 refundable deposit required for social bookings such as for parties and weddings in case additional costs are incurred. Any bookings from large groups from non-members will be referred by the Warden to officers of the Trust.
10. All young guests under 16 years of age should be accompanied by, or supervised by a parent or guardian during SBBOT events or activities.

All 16/17 year old guests wishing to take part unaccompanied in SBBOT residential courses, events and voluntary activities must have prior written permission from their parents or equivalent for their stay.

11. Terms and conditions for booking accommodation will be advertised on the web site. The Trust reserves the right to refuse any requests for accommodation or to ask guests to leave if necessary.

Reviewed November 2019