

## Woodlands Grove Rallies 2017 – How They Work



We look forward to welcoming your Rally to Woodlands Grove. If you have any queries or require further assistance please call 01803 712598 or email [holiday@woodlandsgrove.com](mailto:holiday@woodlandsgrove.com).

Rally booking documents are also available on our website [www.woodlandsgrove.com](http://www.woodlandsgrove.com).

Unfortunately we are unable to accommodate Rallies during the peak periods of Whitsun (the half term in May) and the school Summer Holidays. Rally places are limited for the Easter bank holiday weekend, please ring to check availability before booking over the Easter holidays.

Rallies are given a special discounted rate and the Rally Steward usually receives a free pitch because the Rally Steward has certain tasks to perform. These tasks are not too onerous but they do require a level of commitment from the Steward.

### Rally Steward – Your Role

#### 1. Making the Booking

- Booking Conditions
  - It is important that you have read, understand and agree with the terms and conditions detailed on the reverse of the booking form.
  - As a Rally steward you have the responsibility for liaising with Woodlands' reception and your guests. You will be responsible for collecting payment, siting people's units, distributing car passes and information, controlling rowdy or inappropriate behaviour.
  - Please sign to show you agree to the booking conditions, complete the booking form and return it to us.
- Complete the Rally Booking Form (required at time of making the booking)
  - A Rally must have 10 or more paying units (i.e. caravan/tent/motorhome).
  - Between 10 and 20 paying units the price is £32.50 per unit per night for up to four people in the unit without the use of an electric hook-up box and £36 per night with the use of electric hook-up. Additional people to the four are £5.50 per night.
  - Over 21 paying units the price is £28 per unit per night for up to four people in the unit without the use of an electric hook-up box and £31.50 per night with the use of electric hook-up. Additional people to the four are £5.50 per night.
  - The minimum stay is two nights.
  - If you have a minimum of 10 **paying units** (between 11 and 22 units in total) you will get one Steward pitch free of charge.
  - If you have a minimum of 21 **paying units** (23 units or more in total) you will get two Steward pitches free of charge.
  - Please indicate if you would like to book an Adult Mid Week Rally, paying just £47 per unit for 5 nights (Sunday to Thursday) with a free Steward pitch if 11 units or more.
- Complete the Rally Information Form (required a minimum of 2 weeks before arrival)
  - For each unit (i.e. caravan/tent/motorhome) we require a lead name.
  - The type of unit they are bringing.
  - The size of their unit in meters i.e. the width and length of each tent, the length of caravans and motorhomes.
  - Whether using the electric hook-up boxes or not.

- Add details of any extras that people are bringing e.g. gazebos, pup tents and dogs.
  - Detail how many people in each unit.
- Post the completed booking form (& information form if booking a few weeks prior to arrival) to Woodlands along with your £50 deposit. A cheque can only be used as a deposit if it will arrive 4 weeks prior to arrival. This will be processed and confirmation of booking will be sent to you.

It is extremely important that we have this information to allocate your Rally pitches. Please keep us informed of any changes. The cut off date for changes is 14 days before your Rally.

## **2. Arrival – Rally Steward**

- It is important that you arrive before the rest of your party. If you are unable to arrive first you must authorise another person to take on your role until you arrive and let us know their name.
- When you arrive please come to Reception where you will be given your car passes, welcome information and a map of your pitches.
- We will also take the final payment from you which must be via debit/credit card or cash. Group cheques must be pre-arranged with the office. We are unable to accept personal cheques.
- You will then be shown to your area by a Caravan Park Warden.

## **3. Arrival – Rally Attendees**

- Your attendees will be directed to you, you will then be required to site them, issue car passes and give them welcome information. If ground conditions result in our staff towing the units on/off pitches and the parking of vehicles is off the pitches, it is your responsibility to ensure your attendees abide by the instructions given to you, especially regarding behaviour, noise and BBQs.

## **4. During the Rally**

- You are responsible for ensuring all your attendees abide by our terms and conditions as detailed on the back on the booking form and by the Woodlands' member of staff on arrival. This means you need to make them aware of the situation regarding BBQs, noise, vehicle passes, child supervision, behaviour, dogs, visitors, etc.
- You will be the point of contact for your attendees and for Woodlands' staff.

## **5. Day of Departure**

- As a Rally you benefit from being able to use Woodlands Family Theme Park and the Caravan Park on the day of departure. Unlike regular bookings, you do not have to be off your pitch by 11am and are welcome to stay until early evening.
- Please note that the departure time for the 5 night Adult Mid Week Rallies is 11am.
- It is very important that your attendees leave vehicles in your Rally area even if they have packed equipment away. If they leave the Caravan Park and park in the day visitors' car park they will be charged day admission for re-entry.
- Cars which park outside the allocated area can cause an obstruction to Woodlands' staff, emergency vehicles and other guests. Parking on the arrivals area is not permitted.

If you have any questions please do not hesitate to contact us on 01803 712598 or email [holiday@woodlandsgove.com](mailto:holiday@woodlandsgove.com).