

Woodlands' Rallies – How They work

We look forward to welcoming your Rally at Woodlands.

If you have any queries or require further assistance please call 01803 712598 or email holiday@woodlandsgrove.com.

Rally booking documents are also available on our website www.woodlandsgrove.com

Unfortunately we are unable to accommodate Rallies during the peak periods of Whitsun and the school Summer Holidays. Rally places are limited for Easter, please ring to check availability before booking over the Easter holidays.

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, 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 Rally Information Form
 - 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 feet, the width and length of each tent, the length of caravans and motorhomes
 - Add details of any extras that people are bringing e.g. pup tents, dogs, gazebos
 - Detail how many people in the unit

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.

- Complete Rally Booking Form
 - A Rally must have 10 or more paying units.
 - Between 10 and 20 paying units the price is £27.50 per unit per night for up to five people in the unit without electric and £30.50 per night with electric. Additional people are £5.50 per night.
 - Over 21 paying units the price is £23 per unit per night for up to five people in the unit without electric and £26 with electric. Additional people are £5.50 per night.

- Remember we have a two night minimum stay.
 - 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
- Post completed paperwork 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 posted to you.

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.
- We will also take the final payment from you which must be via debit/credit card or cash. Please note we are unable to accept personal cheques unless pre-arranged.
- 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.

4. During the Rally

- You are responsible for ensuring all your attendees abide by our terms and conditions.
- You will be the point of contact for your attendees and Woodlands.

5. Day of departure

- As a Rally you benefit from being able to use Woodlands Family Theme Park and the campsite 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.
- 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.

We hope this document is useful, if it does not answer your specific questions please let us know and we will endeavour to help you and will then amend this document for future Rally Stewards.