

**BEDFORD & MILTON KEYNES WATERWAY ENTERPRISES LTD****JOHN BUNYAN CHARTER BOOKING FORM**

If filling in electronically, type in required information in the grey areas and then use the tab key or mouse to move to the next area. In the small square boxes click with the mouse or press the keyboard space-bar to put a X in the appropriate response box.

**PART ONE: Hirer contact information**

First name:	
Surname:	
Email:	
Best Contact Number:	
Address:	
Postcode:	
Organisation (if any):	
Position (if any):	
Charity No (if any):	

**PART TWO: Charter Hire Requirement (please complete referring to Charter Brochure)**

Requirement	Your Choice	Notes/Charter Brochure reference
1.Booking date: Use dd/mm/yy format		See page 15 for available charter times and days. Check availability by calling 0330 1239 511.
2. Day of week:		Weekday and weekend prices vary, see page 15.
3. Length of cruise:	2 hours <input type="checkbox"/> 3 hours <input type="checkbox"/> 4 hours <input type="checkbox"/> 6 hours <input type="checkbox"/> Other please specify:	This determines your <b>Hire Time Charge</b> according to the day and time of your cruise, see page 15.
4. Cruise start time: 24hr format hh:mm	00:00	See page 15 for time slots and restrictions.
5. Cruise end time: 24hr format hh:mm	00:00	See page 15 for time slots and restrictions.
6. Cruise route from Priory Marina:	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> Other please specify	See pages 6-7 for details of normal charter cruise routes.
7. Cruise route from town centre locations:	G <input type="checkbox"/> H <input type="checkbox"/> Other please specify:	See page 7. Routes G, H and any other route from the town centre carry a Relocation Charge.
8. Nature of Booking:		Please state the purpose of your cruise.
9. Number of guests:	0	See page 3 for limits on guest numbers.You may also need to book extra loading time.
10. Wheelchair spaces required:	0	See page 16 for how this may reduce guest numbers.
11. Will any guests need to use the lift?	Yes <input type="checkbox"/> No <input type="checkbox"/>	See page 3 for details of the access lift for people with disabilities.
12. Seating plan required:	A front <input type="checkbox"/> A side <input type="checkbox"/> B front <input type="checkbox"/> B side <input type="checkbox"/> C front <input type="checkbox"/> C side <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>	See pages 12-14 for available options.
13. John Bunyan bar required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	See page 8 for available bar items.

14. Do you want to provide your own bar?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, a <b>Bar Charge</b> will apply. If you are selling alcohol you will need to obtain a TEN, see page 18.
15. John Bunyan café service required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	See page 8 for details of what is available to buy on board.
16. Additional John Bunyan catering required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	See page 9 for list of options. If required, please complete PART THREE of the form.
17. Own catering required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, a <b>charge</b> will apply and you may need additional Loading Time, see page 16.
18. Own decoration and/or entertainment services to be provided on board?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please state what you plan:	If yes, you may need additional Loading Time. See page 17 for permitted decorations. We can advise on suppliers of DJ, disco services, etc.
19. Do you require extra loading time?	<input type="checkbox"/> Yes – additional 15 mins load & 15 mins unload <input type="checkbox"/> Yes – additional 30 mins load & 30 mins unload <input type="checkbox"/> No	In the light of your answers to questions 17 and 18 please book the extra time you will need. Lost cruising time cannot be made up if you make a late start.
20. Any other special requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please state what you require and we will do our best to accommodate your needs:	We want your cruise to be perfect. Please tell us of any other requirements you may have, including if a large number of your party have any special needs or meals at destination points.
21. How did you hear about our charters?	Internet <input type="checkbox"/> Local press <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Public Trip <input type="checkbox"/> Leaflet <input type="checkbox"/> Advertisement <input type="checkbox"/> Exhibition/Stall (which one? : Other (say what) :	Please tell us how you found out about John Bunyan charters.

**PART THREE: Catering requirements (prices subject to changes)**

Quantity	Meals	pp	Quantity	Meals	pp
0	Cream Tea	£5.50	0	Picnic Box	£8.00
0	GF Cream Tea	£6.00	0	Veggie Picnic Box	£8.00
0	Afternoon Tea	£10.00	0	Vegan/GF Picnic Box	£8.00
0	GF Afternoon Tea	£10.50	0	<b>Hand make Cakes @ £30 per cake</b>	
0	Ploughman's Lunch	£7.50	0	Victoria sponge	
0	Veggie Ploughman's Lunch	£7.50	0	Very naughty chocolate	
0	GF Ploughman's Lunch	£8.00	0	GF Very naughty chocolate	
0	GF Veggie Ploughman's Lunch	£8.00	0	Lemon drizzle	
0	Cod & Chips supper	£8.00	0	Coffee & walnut	
0	Chicken & Chips supper	£8.00	0	Carrot cake	
0	Vegetable Pancake & Chips supper	£8.00	0	GF Carrot cake	

**PART FOUR: Acceptance of Terms and Conditions by the Hirer (tick by hand or left click to enter x in box)**

I have read and agree to the Terms and Conditions set out in accompanying document, and understand that my requirements will be checked and an invoice will be sent as confirmation of the details, which I must pay as set out in the Terms and Conditions.	Yes <input type="checkbox"/>
The Company may wish take photos before and during this Charter to keep its photo library updated (digital copies available on request). If you DO NOT wish us to take photos please tick this box:	No <input type="checkbox"/>
We'd like to keep you informed about new developments, events, special offers and other things that might interest you. If you would like to hear from us, please tick this box.	Yes <input type="checkbox"/>
Hirer's Name:	Date

**Return form to: John Bunyan Community Boat Office, Priory Marina, Barkers Lane, Bedford, MK41 9DJ**