Anderton Centre
Outdoor Learning & Activities

A Guide to Bookings

Before Making a Booking:

Before making a booking with the Anderton Centre, please email reception@andertoncentre.co.uk to check availability. We can provisionally hold dates for groups up to 4 weeks before a booking date, or until another group enquires. If you have provisional dates booked in, and another group would like to book those dates, you will be given 24hrs to complete a booking form. Please note, Anderton staff reserve the right to extend this time period if required; for example, if a school provisionally hold dates and someone else enquires during the school's half term, we may decide to give the school longer than 24hrs to respond.

Please ensure you are fully aware of prices before proceeding. The Centre's prices are subject to change, and usually increase each January. Any bookings provisionally held but not confirmed will be subject to price increases. We endeavour to notify all groups with unconfirmed bookings, but please also enquire if you are unsure.

Once you have agreed dates with the admin team, they will send a link to the bookings portal, and the terms and conditions.

Making a Booking:

To confirm bookings, you will need to complete the relevant booking form(s) using the booking portal link sent to you. When this is emailed over, you will also receive an attachment with a useful guide.

When completing the form, please ensure to click through all pages and submit the booking. You will know that this has been successfully sent to us, as a pop-up message will appear, thanking you for submitting.

If your booking is more bespoke, please add any additional information in the dedicated section. The admin team will also be able to advise on how best to complete the form for bespoke bookings.

For LOAI bookings, when you complete a booking, please ensure that the date, number of participants, number of group leaders, and any additional information (such as catering) is correct. We ask that this is correct, as the 20% deposit invoice is created based on this information. Once the deposit invoice has been created and sent, this cannot be amended, so it is important that information is correct.

Any changes following this will need to be emailed to the admin team at least 8 weeks before, and the final balance invoice can be amended to reflect this. The admin team will also be able to reopen your booking and make the necessary amendments.

After a Booking Has Been Submitted:

For LOAI bookings, changes following a form being submitted, will need to be emailed to the admin team at least 8 weeks before your visit date, and the final balance invoice can be amended to reflect this. The admin team will also be able to reopen your booking and make the necessary amendments. If you submit a booking form and need to change the date, we will only be able to do this if we are notified more than 8 weeks beforehand, and after the deposit invoice has been paid. The deposit invoice will have the original dates, and then we will update the final balance invoice. This is purely for our records.

For Anderton, the full balance invoice is created based on the booking form, and this cannot be amended and is due in full, so please ensure all details are correct. Any increases are subject to availability and invoiced separately. The change of dates process requires you to give the admin team at least 8 weeks notice from the day you are due to visit, and for the group to pay the full balance invoice before any dates can be amended.