



Step by Step Guide to Booking Belmont, Broomlee & Dounans Centres

1

Enquiry

SOEC will send you information by email confirming cost, availability, Centre or agree a provisional booking.

2

Provisional booking

SOEC will keep dates for you at no cost for an agreed period. Or, if the dates suit, we can move straight to the next step.

3

Booking form sent out

When you are ready to go ahead, we will send you a booking form, catering and medical/health form and links to information, with dates for completion and return.

4

Confirmed booking

On receipt of your booking form, we will confirm receipt, and pass your details to our Centre teams who will be in touch with you directly about the programme and details of your visit.

5

Pre-visit count down

8 weeks - you will receive your invoice which should be paid prior to your visit (see terms & conditions document)

3 weeks - you should return the form confirming dietary or other medical needs

2 weeks - you will have received the programme, dormitory plans and activity group lists (if required) from the Centre

6

ENJOY YOUR VISIT!

Post visit - you may receive a final invoice. Our customers are at the heart of what we do so we will ask you for feedback, suggestions and comments.