**SCHOOL / GROUP NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL No.IN GROUP (INCL ADULTS & CHILDREN\_\_\_\_\_\_\_\_\_FROM DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO DATE \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **CABIN 1 – (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 2 – (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 3 – (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 4 – (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  | **STAFF ROOM 1** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 5 – (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  | **STAFF ROOM 1** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 6– (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  | **STAFF ROOM 1** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 7– (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  | **STAFF ROOM 1** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 8– (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  | **STAFF ROOM 1** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **CABIN 9– (Capacity for school groups 12 students or 9 adults AND for all other groups 9 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  | **STAFF ROOM 1** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **STAFF ROOM S1– (Capacity for all groups 3 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **STAFF ROOM S3– (Capacity for all groups 3 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **STAFF ROOM S4– (Capacity for all groups 3 people)** |
|  | **NAME** | **PHONE NO.** | **ADDRESS OR EMAIL ADDRESS** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**WHEN COMPLETE, KEEP ROLL CALL ON CLIPBOARD IN STAFF LOUNGE AREA. AT END OF STAY IT IS TO BE FILED IN BORNHOFFEN OFFICE WITH DEPARTURE FORM.**