



BY APPOINTMENT TO THE KING OF KINGS
SERVING YOUNG PEOPLE
FOR OVER ONE HUNDRED YEARS

URBANSAINTS

WESTBROOK



Urban Saints Centre, Westbrook, Oakhill Road, Ryde, Isle of Wight PO33 1PU
01983 811118 – hdavison@urbansaints.org
URBANSAINTS.org/WESTBROOK

Dear Group Leader,

In order to offer the best residential experience we possibly can, we need certain information from you. Please ensure that you email the following details to me at Hdavison@urbansaints.org in good time.

One month before your visit please update me with:

Date sent:

The number of guests you expect to bring to Westbrook	
The dates and times when you would like to use the Pool, and whether you plan to bring your own Lifeguard	
The dates and times when you would like to book Lazer Tag, Archery, and Bushcraft sessions	
Your arrival and departure times. Please remember that arrival on-site is from 3pm and departure is by 11am (except Sundays when it is by 3pm)	
Whether anyone in your group has any additional needs that we should be aware of, or that you need help with	

One week before your visit please update me with:

Date sent:

Your final numbers	
Your itinerary	
All dietary needs	
Your need for the minibus, projector, PA equipment, keyboard, drum kit	

On arrival the Duty Manager will need to be given:

Date given:

A list of all guests on-site	
Details of the Group Leader and the First Aider	
Your Lifeguards' certificate	
The driving license of anyone wishing to drive our Minibus	

One last note.... please don't forget to ask everyone to bring a single sheet, quilt cover and pillowcase, swimwear and towel, and comfy clothes/footwear for the activities! Your co-operation would be much appreciated.

Helen

Helen Davison
Senior Office Administrator