**Landmark Futures 2017/18 - Application Form**

We are delighted you are applying for a Futures stay on behalf of your educational institution. When choosing which Landmark to apply for please bear in mind the following key points:

* You/those staying are responsible for travel & subsistence costs
* None of our buildings have wifi. By getting organised in advance, most Futures stayers find this a study aid rather than a hindrance
* Early application is advised – Landmarks get booked up well in advance
* Check bedroom layouts carefully against the size of your group – maximum bedspaces may not be exceeded, and there are general fewer bedrooms than bedspaces
* Please read the T&C’s and FAQ’s carefully.
* Finally, please only apply if you know you can make a stay happen from your side

**Part 1**

|  |  |
| --- | --- |
| Name of Applicant Institution |  |
| Department |  |
| Area of study/course for the Futures stay |  |
| Study/career phase of potential beneficiaries |  |
| Full Address and Postcode |  |
| Contact Name |  |
| Daytime Telephone & Mobile Number |  |
| Email Address |  |
| Have you applied for a Futures stay before? |  |
| Were you allocated a stay? |  |

**Part 2- For which Landmark Futures stay are you applying? Please check our website for current availability, and note that we are offering a midweek OR a weekend stay.**

|  |  |
| --- | --- |
| 1st Choice (building & booking period) |  |
| 2nd Choice (building & booking period) |  |

|  |  |
| --- | --- |
| If neither of your nominated stays is still available on receipt of your application, would you be interested in the same building at another period?  | * yes
* no
 |

|  |
| --- |
| Please tell us in no more than 200 words why your group would benefit from a free stay in one of the Landmark Trust’s buildings. If you wish to append additional research proposals from individuals who might benefit from the study break, please do so. |
|  |

|  |  |
| --- | --- |
| Signature on behalf of applicant organisation |  |
| Full name |  |
| Date |  |
| Please tick box to confirm you have read the Terms and Conditions & FAQs below. |  |

Please post your completed form to:
Futures, The Landmark Trust, Shottesbrooke, Maidenhead, Berkshire, SL6 3SW
or email a scanned signed copy to **futuresscheme@landmarktrust.org.uk**

**Closing date for applications is midnight on Sunday 5th November 2017.**

**Data Protection**: The information that you have provided is required to administer your interest in applying for Landmark Futures with the Landmark Trust. It will be held securely on the Landmark Trust and in compliance with the requirements of the Data Protection Act 1998.

**Landmark Futures Terms and Conditions**

1. Course tutors for recognised educational institutions are eligible to apply for a study break under the Landmark Futures scheme , on behalf of students or researchers who they vouch would benefit from a stay in a Landmark in pursuit of their academic activities. Private individuals are not eligible to apply.
2. Bank Holiday weekends, half term weeks, Christmas and Easter are excluded from the scheme.

3. The building must be used for a qualifying purpose which means a stay for the purpose set out in the application and approved by Landmark. The building must not be used for gatherings such as weddings or parties.

4. When you apply for Landmark Futures on behalf of your institution, you warrant that you are duly authorised by your institution to enter into an agreement with us and that your institution accordingly accepts full responsibility for the behaviour of all persons who will use the property during the period booked and that the institution will be bound by all the Terms & Conditions.

5. Successful applicants will be asked to provide written feedback on their stay and its value to their chosen study topic on completion, with full release permission for use by the Landmark Trust for communications purposes.

6. Applications will be determined without discrimination by age, religion, race or gender.

7. Successful applicants will be chosen by the Landmark Trust whose decision is final.

8. Landmark will make the building available on the basis that all bedlinen, towels, heating and lighting costs will be met. The applicant institution is responsible for ensuring all travel, catering and other costs associated with the stay can be met.

9. Reasonable cleaning after the stay is included but Landmark reserves the right to impose an additional charge in the event that the building is left in an unreasonable state.

10. Landmark does its best to mitigate the challenges posed by its historic buildings to those of limited mobility. However, applicant institutions are advised to study the floorplans on Landmark’s website carefully, and to ask supplementary questions in advance if they are in doubt about a building’s suitability for those with limited mobility. Many of the buildings on offer have a ground floor bedroom and washing facilities. Should you have any questions about facilities please contact Booking Enquiries on 01628 825925.

11. In the event of bad weather or other disaster preventing access to the building, we will do our best to find you a suitable alternative, but cannot guarantee that this would be possible.

12. The property will not be available before 4pm on the first day of your booking and you must leave before 10am on your last day.

13. Excluding babies in cots, the number of people occupying the property and its grounds must not exceed the number shown on the Landmark Trust website. Except on Lundy, you may invite an additional two guests to visit you during your stay, however they must not stay overnight. This is very important because our properties are prepared, furnished and equipped for the number of people specified and greater numbers cause damage and excessive wear and tear to vulnerable buildings.

14. You may bring up to two dogs to properties where dogs are allowed (except on Lundy where dogs are not permitted except assistance dogs). They must be kept off the furniture and under proper control. No other pets are permitted.

15. No fireworks, Chinese or sky lanterns (or other lights or illuminations which have naked flames) shall be let off from the property (including any garden or grounds).

16. Whilst the information in our Handbook, Price List and website is correct at the time of publishing, we reserve the right to change any of the services, or other particulars contained in published information at any time before we enter into a contract with you.

Contract and warranties

17. Once we award a Futures stay according to the application, a contract has been entered into with the successful institution, which includes these conditions and those set out in ‘Staying in Landmarks’ and ‘Staying on Lundy’, as appropriate, and such contract is governed by English law.

Loss or damage

18. When you stay, you agree to indemnify us against all loss and damage arising directly or indirectly to the property and its contents from any deliberate or negligent act or omission by those staying under your application, or any person or animal accompanying you. This includes more than normally and reasonably anticipated amounts of cleaning. You also agree without limitation to pay us upon written demand our costs in making good any such loss and damage and cleaning. Where we have to make a claim the amount involved will reflect the cost of making good damage to historic and architecturally important buildings and furniture. The cost may include work by specialist craftsmen.

Problems during your stay

19. If you have any issues concerning the property during your stay you should notify the Regional Property Manager (whose name and telephone number appears in the information sent with the confirmation of your booking and in the Information and Advice folder) as soon as possible.

Cancellation

20. If you cancel a Futures booking for any reason, you must notify us in writing by email. A replacement cannot be offered.

21. We accept no liability for any works or activity of any sort occurring on any premises adjoining or neighbouring our property, nor shall we be responsible for making any enquiries about the likelihood of, or providing any information to you about, any such works or activity.

Access

22. Anyone with our authority may have access during your stay. This is unlikely to happen, but if it does, we will give you as much warning as we can. There will be no need for you to stay in, since our Housekeeper can accompany the visitor.

Limitation of Liability

23. We shall not be liable to you at all for any indirect or consequential loss, whether caused by negligence, breach of contract or otherwise. We are also not liable to you for any noise or disturbance from neighbours or other activities outside the property (including agricultural and street noise).

24. We reserve the right to terminate a stay at any time if these conditions are not met in full.

**Landmark Futures – FAQs**

**What you can expect staying in a Landmark**

All Landmark’s buildings are self-catering, with a well equipped kitchen. There is everything you need for modern life, but we do not provide wifi, internet access, TVs or telephones. Mobile phone signal strength can also be variable in some buildings; our Booking Enquiries team may be able to advise if coverage is critical for your stay.

Landmarks are well-furnished with comfortable, classic furniture. Children are always welcome, and at most buildings, so are dogs. The beds will be made up for your arrival with blankets and sheets and one large towel is provided for each person staying.

All buildings have electricity, heating and hot water.

**Why can’t individuals apply for Landmark Futures?**

We need to rely on the advice of your educational institution to validate that these free stays are being used for their intended purpose.

**Are there phones in Landmark’s buildings? TVs? Internet access? Wifi? CD players?**

No to all of the above, in-line with the preferences of an overwhelming majority of those who stay in our buildings. Some people choose to take a radio or TV with them, although the remoteness of some of our buildings means we cannot always guarantee reception.

**How many people can stay?**

Landmark’s buildings sleep between 2 and 16 people, but please look carefully at the floorplans included in the building’s page on the website to see how many bedrooms there are in each. Not everyone in your group may wish to share a bedroom.

**How do we get to your buildings?**

A few Landmark buildings are in town centres and can be reached by public transport and on foot. For others, still in towns or villages, you can arrive nearby on public transport and then take a taxi. Some are more remote, and you will need to drive or be driven to.

**Does the Landmark Trust pay for the travel costs too?**

No, you (or the institution applying on your behalf) must be able to fund your travel.

**Does the Landmark Trust provide or pay for food during the stay?**

No, you (or the institution applying on your behalf) must provide the food during your stay. All our buildings are self-catering so you will need to bring your food with you or buy it locally.

**What does the Landmark Trust pay for?**

Landmark provides the building for your stay absolutely free, and will pay for all heating (including logs where there is an open fire or logstove), hot water, electricity and reasonable cleaning at the end of your stay. The beds will be made up for your arrival with blankets and sheets and there will be clean towels.

**What do I need to bring?**

Things people like to bring when visiting Landmark’s buildings include:

Radio / something to play music on
Walking boots / wellingtons
Favourite recipe book
Torch
Waterproof coat

**Are your buildings suitable for people in a wheelchair / of limited mobility?**

Wherever possible, we adapt our buildings for full accessibility and many have ground floor bedrooms and bathrooms. However, it is part of the character of old buildings that they include features that may not be easy for those in a wheelchair or of limited mobility, like changes of floor level, or steep, narrow staircases.

We encourage you to look carefully at the floor plans of each building on our website, and if you are in any doubt or have any questions, just get in touch with our knowledgeable Bookings Enquiries team on **bookings@landmarktrust.org.uk** or by phone 01628 825925.