**50 For Free 2018 - Application Form**

We are delighted you are applying for a 50 for Free stay on behalf of your organisation. When choosing which Landmark to apply for please take the below key points into account.

* Pick a property near to you or one you know is feasible for beneficiaries to travel to.
* Think carefully about your property choice – larger buildings tend to attract most applications.
* Check the floorplans of the buildings you are looking at carefully on our website as some may not be suitable for all due to their age and configuration.
* 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, otherwise you may prevent another worthy applicant from benefiting.

**Part 1**

|  |  |
| --- | --- |
| Name of Applicant Organisation |  |
| Charity Number (if applicable) |  |
| Full Address and Postcode |  |
| Contact Name |  |
| Role |  |
| Daytime Telephone & Mobile Number |  |
| Email Address |  |
| Website (if applicable please include) |  |
| Have you applied to 50 for free before? |  |
| Did you get a stay allocated? |  |

**Part 2 – tell us about your organisation**

* Charity
* Educational
* Not for Profit/Social Enterprise

**Part 3 - tell us in one sentence what your organisation does**

|  |
| --- |
|  |

**Part 4 - In which Landmark for Free are you interested in? Please write the building name**

|  |  |
| --- | --- |
| 1st Choice Landmark for Free |  |
| 2nd Choice Landmark for Free |  |

**Part 5 – Date of stay – please mark one box only**

|  |  |
| --- | --- |
| 12-16 March 2017 (midweek) |  |
| 16-19 March 2017 (weekend) |  |
| If neither of your options is available would you be interested in any 50 for Free buildings regardless of location or booking period? If so, please tell us how many people you would like accommodated (please tick) | * **4**
* **6**
* **8+**
 |

|  |
| --- |
| Please tell us in no more than 200 words why your organisation, or those on whose behalf you are applying, would benefit from a free stay in one of the Landmark Trust’s buildings. |
|  |

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

Please post your completed form to:
50 for Free, The Landmark Trust, Shottesbrooke, Maidenhead, Berkshire, SL6 3SW
or email a scanned signed copy to **50forFree@landmarktrust.org.uk**

**Closing date for applications is Midnight Sunday 3 December 2017**

**Data Protection**: The information that you have provided is required to administer your interest in applying for 50 for Free 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.

**50 for Free Terms and Conditions**

1. Registered charities, educational institutions and not-for-profit organisations are eligible to apply for 50 for Free, on behalf of deserving individuals who they vouch would especially benefit from a stay in a Landmark, or from away time to study the building or to allow their own management to develop their not-for-profit activities. Private individuals are not eligible to apply.

2. 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.

Offering a stay as a raffle prize or at auction is not a qualifying purpose, as the scheme’s objective is to reach deserving individuals rather than allocation by chance or wealth.

3. When you apply for 50 for Free on behalf of your organisation, you warrant that you are duly authorised by your organisation to enter into an agreement with us and that your organisation accordingly accepts full responsibility for the behaviour of all persons who will use the property during the period booked and that the organisation will be bound by all the Terms & Conditions. Applicant organisations are asked to bear this in mind especially when applying on behalf of younger groups.

4. Successful applicants will be asked to provide photos and a brief description of their stay on completion, with full release permission for use by the Landmark Trust for communications purposes.

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

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

7. Landmark will make the building available on the basis that all bedlinen, towels, heating and lighting costs will be met. The applicant organisation is responsible for ensuring all travel, catering and other costs associated with the stay can be met. (The exception is travel to Old Light Lower on Lundy, for which free return passage by helicopter from Hartland Point is offered for up to four people).

8. 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.

9. While we will do our best to meet stated preferences within the Landmarks offered under the 50 for Free scheme, no alternatives of date or property can be offered beyond those on the list.

10. Landmark does its best to mitigate the challenges posed by its historic buildings to those of limited mobility. However, applicant organisations 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 50 for Free according to the application, a contract has been entered into with the successful organisation, 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 booking for any reason, you must notify us in writing by email, fax or by post only.

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.

Lundy

23. If we cannot transport you to Lundy by helicopter at the beginning of your stay we will do our best to find an alternative Landmark on the mainland. If we cannot transport you from Lundy at the end of your stay we will cover the cost of each extra night’s accommodation on Lundy. If we offer you a helicopter flight to or from Lundy but you refuse it, we will be under no obligation to find you an alternative Landmark on the mainland. No alternative helicopter flight or stay will be offered to those arriving late for a flight.

Limitation of Liability

24. 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).

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

**50 for Free 2018 – 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 TVs, telephones, internet access or Wifi (check the individual Landmark 50ff building details for information on mobile phone signal strength).

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 50 stays?**

We wanted to make a significant gesture, potentially enabling nearly 400 people to benefit from the scheme. 25 buildings represent some 13% of Landmark’s portfolio.

**Why can’t individuals apply for 50 for Free?**

We need to rely on the advice of other charities and organisations to validate that these free stays are reaching those who will most benefit from them.

**Why are the 50 for Free stays in March and not the summer/school holidays?**

We have deliberately made 25 Spring weekend breaks available under the scheme for families to benefit. We chose March as a time the days are getting longer and Spring is breaking.

Landmark relies on its holiday letting income to pay for the future maintenance of its buildings under a finely balanced business model. The 50 for Free scheme even in March represents considerable income that would otherwise have come to the Trust. Sadly, we could not meet the challenges of our core mission were we to take a greater hit by offering stays at peak seasons.

**Why are raffle or auction prizes not qualifying purposes for 50 for Free?**

We want to make sure these breaks reach those who need them most rather than being allocated by chance or according to wealth.

**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.

**Is there mobile signal?**

Not always, especially in our more remote buildings. Check the details of the individual 50 for Free buildings for information on mobile network coverage.

**How many people can stay?**

The buildings offered sleep between 4 and 13 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 50 for Free Landmark. Not everyone in your group may wish to share a bedroom.

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

Some of the 50 for Free buildings are in town centres and can be reached by public transport and on foot (for example Bath Tower, The Old Parsonage, Crownhill Fort and The Grange). For others, still in towns or villages, you can arrive nearby on public transport and then take a taxi (for example Goddards, Morpeth Castle, Alton Station). 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 organisation applying on your behalf) must be able to fund your travel. The only exception is the stay on Lundy for which we will provide return helicopter flights (this is the only way to get to the island at this time of year).

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

No, you (or the organisation 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.