

High Adventure OEC Ltd. Booking Contract Form

Group Name:		Tel No.	
Name of Party Leader:		Mobile:	
Address:			
	Post Code:		
Email Address:			

GCSE PE groups ONLY	Which exam board are your students on?	
	How many cameras do you require? Cameras are available FREE OF CHARGE for your staff to collect video evidence. You can download the footage to your laptop or purchase the SD card for £10 per card.	

All groups	On behalf of the students and staff attending this trip I consent that photographs and video recordings taken on this trip may be shared between us and High Adventure for teaching and coaching purposes and for use in marketing and publicity in line with relevant policies.	Yes/No
	On behalf of the students and staff attending this trip I consent to taking part in this educational visit or adventurous activity. I agree to fully informing all students and staff attending this trip about the itinerary and programme, as well as to its nature. I agree to all students engaging in all the activities described which may include activities in or near water. I understand that the programme may be changed by the centre in conjunction with myself due to weather or for other reasons.	Yes/No
	I understand that all students and staff attending this trip must adhere to any code of conduct and behaviour set out on the High Adventure website.	Yes/No
	I understand that I need to complete the GROUP DETAILS FORM and return it to High Adventure 2 weeks before the trip. I will provide High Adventure with copies of our trip medical/consent forms on arrival. <i>High Adventure accepts your school/organisations consent and medical forms.</i>	Yes/No

Age range:		Arrival (Time, day and date):	
Male:	Female:	Departure (Time, day and date):	
Male staff:	Female staff:	Venue:	
Group total:	_____ + _____ Students + Staff	Price per person:	£ + VAT
		Total cost:	£ + VAT

1 Free staff place per every 10 full paying places. See details overleaf.

I agree to return this form with a deposit of £500 + VAT (£600.00)	Yes/No
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Before signing please read booking conditions overleaf.

The information I have provided on this form is accurate at the time of signing. I agree that this information can be added to electronic management systems where required and I agree to inform the Centre as soon as possible of any changes before the start of the visit.

I have read and understood the Booking Conditions.

Signature: _____ Name (Print): _____ Date: _____

Booking Conditions

Please read and ensure that you understand the following terms and conditions before you sign and return the Booking Contract Form (BCF) along with your initial deposit.

1. **Free Places:** 1 Free place per every 10 full paying places. I.E. Each paying place generates 10% off a staff place.
2. Deposit of £500 + **VAT** (£600.00) – Please include your deposit cheque with the Booking Contract Form to High Adventure as soon as possible.
3. Your Booking is confirmed, and you are bound by the booking conditions once High Adventure has received **either** your Booking Contract Form **OR** the deposit.
4. Your balance payment **MUST** be paid within 14 days of your departure date.
5. Please be careful not to 'over book' as you will be charged for the **NUMBERS** you have stated on your Booking Contract Form.
6. **Cancellations:** In the event of cancellation or reduction in numbers within 12-weeks of your group's arrival date you will be charged in full for the numbers booked before the 12-week point.
7. We advise you to take out Personal Accident Insurance and Personal Belongings Insurance as well as Cancellation Insurance as fees will not be refunded. To see our Professional Indemnity and Public Liability details please visit our website. www.highadventureoec.co.uk
8. Your deposit is NON-RETURNABLE.
9. All prices are 'PLUS VAT'
10. Your invoice can be revised upwards should your numbers increase, although this would be subject to availability, but **not downwards.**
11. **Exclusive use** If you require exclusive use of an accommodation building you must book a minimum of 60 students in the Centre or 40 in the Nook. This gives you exclusive use of the bed rooms only. Other groups maybe booked in to use the activity areas and facilities. Please note you will be charged for the minimum if you book exclusive use.
12. **Programme:** Your programme must be decided 4 weeks prior to your visit, if it is not then we cannot guarantee the activities you want. High Adventure reserves the right to change your programme (with notice) if necessary for logistical or safety reasons. It is your responsibility to check that the details on the programme are correct.
13. **Arrival / Departure Times:** Your arrival and departure times need to be confirmed at the time of booking. The times you give will be added to your programme and emailed to you. It is your responsibility to check the timings are correct and to keep the centre up to date with any possible changes to the timings.
14. **Departure:** We will clearly explain the standard of the clean required to your group and the area's your group are required to clean prior to departure. Your Leaders are then responsible for 'organising and directing' your group with respect to this clean.
15. **Damage:** Groups are liable for all damage caused by any of their group members and it should be noted that High Adventure will expect the Group Organiser to take on the responsibility of ensuring that no damage is caused in the first instance and that any damage will be paid for in the second instance. It is the organisation that booked the event that takes on full liability for any damage, should the organisation opt to make their individual group members financially responsible, then this is their own internal matter. High Adventure will invoice the organisation for all / any damages. This includes buildings, equipment and minibuses.
16. **Disclaimer:** By signing the Booking Confirmation Form you are agreeing to act in 'loco parentis' and give permission to allow your group to take part in your agreed programme of activities including outdoor venues, water activities and indoor climbing walls.



High Adventure Outdoor Education Centre Ltd.
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"Outdoor Education at its best - Challenge, Inspire, Motivate"