



Live the Adventure Ltd  
 The Old Vicarage Centre  
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 Worcs  
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## CORPORATE EVENT BOOKING FORM

Lead Name:		Organisation (if applicable):
Daytime telephone number:		Address:
Evening telephone number:		
Email Address:		
Numbers attending are:		Age range of people attending:
Date of arrival:	Time of arrival:	Activity package pre-booked with the centre is:
Date of departure:	Time of departure:	
Any special requirements: -		
I agree to obtain medical consent for all group members under 18, for participation in these activities from their parents/guardian. Please contact us if you would like a medical consent form to distribute to your group).		<input type="checkbox"/>
I agree for Live the Adventure Ltd to use our comments / photographs in promotional literature and on our website/facebook/twitter.		<input type="checkbox"/>

Would you like us to provide a transport quote?
Where did you hear of Live the adventure?

PLEASE NOTE BOOKING CONDITIONS BELOW AND SIGN THE COMPLETED BOOKING FORM, RETURNING IT WITH THE REQUIRED DEPOSIT

**GROUP BOOKING CONDITIONS**

1. The **charges** agreed are based on the inflation rate at the time of printing. Live the Adventure Ltd reserve the right to increase prices. Any increases in charges will be notified in writing to those with provisional or confirmed bookings. Confirmed bookings within three months of arrival date will not be subject to any such increases.
2. **Provisional bookings** which the Live the Adventure Ltd Centre has accepted by telephone or in writing will be held for fourteen (14) days only from the date of acceptance.
3. A **booking** is only deemed as confirmed when the Centre has received a completed booking form accompanied by a non-returnable **25% deposit. Deposits are non-refundable.**
4. **Final payment should be sent to the Centre 2 weeks prior to the activity day.**
5. **Cancellations / Reductions in numbers**
  - a) **Final number must be confirmed within 4 weeks prior to arrival.**
  - b) Cancellation of the entire booking made within 60 days will be charged 25% of the full fee.
  - c) Cancellation of the entire booking made within 30 Days will be charged 50% of the original fee.
  - d) Cancellation of the entire booking made within 14 days will be charged the FULL FEE .
6. All activities are subject to change and availability.
7. **Liability**
  - a) Live the Adventure Ltd are covered for Public Liability and Employers Liability. Groups requiring additional cover are advised to contact their own insurance company.
  - b) Live the Adventure Ltd and its staff can not accept liability for damage to, or loss of, personal property. Groups are advised not to bring personal items of value with them.
8. **Smoking / Drinking** Smoking is not permitted in any building and the consumption of alcohol or any other narcotics is not allowed on-site.
9. **Discipline** Group leaders are responsible for ensuring high standards of conduct within their groups. A high standard of conduct behaviour is expected during the time on site. Live the Adventure Ltd reserves the right to dismiss guests who persistently ignore the rules or act in a manner likely to affect the safety, comfort or well-being of other guests or staff. In such circumstances no refunds will be given.
10. **Damage** The group is responsible for the cost of any damage to the Centre's equipment and / or property caused by misuse.
11. Live the Adventure Ltd reserves the right to cancel a booking for whatever reason. In such a situation all monies paid to the Centre will be refunded in full.
12. Live the Adventure Ltd reserves the right to terminate any booking by groups failing to meet these booking conditions.

I can confirm that I have received and fully understand the details of the activities at Live the Adventure Ltd which I and my group will participate in. I agree to participate in any or all of the activities described, and acknowledge that there is an inherent risk in these activities and participate in them at my own risk. I accept that in certain circumstances (e.g. weather) the content of the programme may change.

On behalf of the named organisation or group, I hereby apply for the use of the Centre for the purposes stated and have read and agree to the Centre's booking terms & conditions.

Signature (insert signature or print name)	Date:
Please check the tick box to confirm you have read and fully understand the obligations you are entering into above.	<input type="checkbox"/>
<i>I have transferred a non- returnable deposit of £_____ as per booking conditions. BACS payments to: Bank - Lloyds TSB, Sort Code – 30 99 83, Account Number - 60700560</i>	