



THE OLD VICARAGE ADVENTURE CENTRE

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COURSE BOOKING FORM

Name:..... Age:.....

Course Title:..... Preferred Dates for Course:.....

Previous experience in chosen Activity.....

Address:.....

.....

..... E-mail Address:.....

.....

Tel:..... Emergency 24 hr Tel:.....

I confirm that I have received and fully understand the details of the course at The Old Vicarage Adventure Centre which I 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. I accept that in certain circumstances (e.g. weather) the content of the programme may change. I have read and agree with the booking terms

Signed..... Date.....

Doctors Name, Telephone No & Surgery Address.....

.....

FURTHER DETAILS

- | | Please Circle | |
|---|----------------------|----|
| | YES | NO |
| ➤ Do you suffer from any conditions requiring medical treatment?
If your answer is YES, please provide details of necessary medication | | |
| ➤ Do you require a special diet? (Residential only)
If your answer is YES, please provide details | YES | NO |
| ➤ I agree to receiving any emergency medical treatment
that may be prescribed by a qualified doctor | YES | NO |
| ➤ I also agree to any first aid that may be necessary | YES | NO |
| ➤ I agree to any photography being used for promotional information,
if required | YES | NO |

IS THERE ANY FURTHER INFORMATION THAT WE SHOULD KNOW

PLEASE NOTE BOOKING CONDITIONS ON THE REVERSE AND SIGN THE COMPLETED BOOKING FORM, RETURNING IT WITH THE DEPOSIT REQUIRE

INDIVIDUAL BOOKING CONDITIONS

1. The **charges** agreed are based on the inflation rate at the time of printing. The Old Vicarage Centre (Hereafter known as the O.V.C) 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 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 deposit of £50.00
4. **Final payment should be sent to the Centre 4 weeks prior to the course or activity**
5. **Cancellations / Reductions in numbers**
 - a) Cancellation of the entire booking made within 90 days of the start of the stay will be charged 25 % of the full fee.
 - b) Cancellation of the entire booking made within 60 Days of the start of the stay will be charged 50 % of the original fee.
 - c) Cancellation of the entire booking made within 30 days of the start of the stay will be charged the FULL FEE .
6. All activities are subject to change and availability. No refunds can be made in respect of accommodation vacated before the departure date, meals not taken or activities booked but not used.
7. **Liability**
 - a) The O.V.C are covered for Public Liability and Employers Liability. Groups requiring additional cover are advised to contact their own insurance company.
 - b) The O.V.C 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** Smoking is not permitted in any building.
9. **Discipline** A high standard of conduct behaviour is expected during the stay or time on site. The O.V.C 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** Guests are responsible for the cost of any damage to the Centre's equipment and / or property caused by misuse.
11. The O.V.C 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.

SPECIAL CONDITIONS

11. **Quiet on site** policy is maintained for the sake of other users of the Centre, staff and neighbours from 9.00pm to 8.00 am.
12. **Pets** are not allowed on site.
13. No radios or televisions are allowed on site. The use of mobile phones is prohibited during activities.

Signed: _____ **Date:** _____

**I enclose a non- returnable deposit of £ _____ as per booking conditions.
(cheques should be made payable to: The Old Vicarage Adventure Centre.)**