

BOOKING CONDITIONS.

1. The **charges** agreed are based on the inflation rate at the time of printing. The Old Vicarage Adventure 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 deposit of £250.00 (week residential) and £150.00 (weekend or half week). **DEPOSITS ARE NOT REFUNDABLE.**
4. The O.V.C has a minimum fee of 25 persons for a residential visit, from March to September.
5. **Final numbers** must be confirmed in writing 8 weeks prior to arrival.
6. **Invoices** will be calculated on the basis of the total number confirmed 8 weeks prior to arrival (taking into account any cancellations notified to us in advance in writing) or the total minimum charge number, whichever is the greater. **Final payment of the account should be sent to the Centre two weeks before the start of the visit.** Any increase in numbers during the two weeks prior to the visit shall be paid for on arrival at the Centre.
7. **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 original 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 .
8. 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.
9. **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.
10. **Smoking/ Drinking :** Smoking is not permitted in any building and the consumption of alcohol is not allowed on site.
11. **Discipline :** Group leaders are responsible for ensuring high standards of conduct within their groups. The O.V.C reserves the right to ban and dismiss any or all of the group 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.
12. **Damage:** A group is responsible for the cost of repairs for any damage to the Centre's equipment and / or property caused by members of that group.
13. The O.V.C reserves the right to terminate any booking by groups failing to meet these booking conditions.
14. The O.V.C reserves the right to cancel a booking for whatever reason. In such a situation all moneys paid to the Centre will be refunded in full.

SPECIAL CONDITIONS.

15. **Quiet on site** policy is maintained for the sake of other users of the Centre, staff and neighbours from 9.00pm to 9.00 am.
16. **Pets** are not allowed on site for the protection of livestock and the health and safety of other guests.

On behalf of the named organisation, I hereby apply for the use of the Centre for the purposes stated and agree to observe the Centre's booking conditions and rules, and to meet the required charges.

Signed: _____ **Date:** _____

Status in Organisation _____

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