

Wiltshire Outdoor Learning Team Booking Form



Challenge, Development,
Education & Fun

PLEASE COMPLETE ALL SECTIONS OF THIS BOOKING FORM & RETRUN IT TO US TO BOOK THE ACTIVITY.

Participant Consent Forms will be sent closer to the time. Please also see the conditions of booking below

Contact Details:

Full Name of person completing form	Contact Address including postcode	Contact telephone numbers	E-mail	Name of Organisation

Activity Details:

Activity Requested:	Location(s)	Date(s)	Times – start / finish	Number in group	Price quoted

Payment Details: Please return this form together with a deposit of 20%, of the total cost, or full payment. Cheques made payable to: Wiltshire Outdoor Learning Team, and sent to 7 Gipsy Lane, Warminster, BA12 9LR

I ENCLOSE A	DEPOSIT	FULL PAYMENT	OF £
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I have read and understand the conditions of booking and agree to pay the outstanding balance in accordance with those conditions. I understand that no refund can be given if a participant is asked to leave a course due to behaviour or lack of correct clothing

SIGNED: _____ PRINT NAME: _____ DATE: _____

CONDITIONS OF BOOKING

1. Provisional bookings do not hold firm until this booking form has been completed and returned and payment made.
2. Outstanding balances must be paid at least 28 days before the course starts
3. In case of cancellation the following applies: more than 42 days before course starts, loss of 20% deposit. Between 42 and 28 days before course starts, loss of 50% of payment fee). Less than 28 days before course starts, loss of full payment N.B.: the term course shall be taken to mean any session or event arranged by Wiltshire Outdoor Learning Team
4. Wiltshire Outdoor Learning Team is a professional organisation, but participants should be aware that they are engaging in activities where there are risks. Risk assessments and instructor training are continually reviewed to minimise the risks.
5. Any participant in water-based activities should be able to swim at least 50 meters.
6. Wiltshire Outdoor Learning Team reserves the right to cancel or alter any course where this becomes necessary due to circumstances beyond our control. In the event of cancellation, an alternative course / session will be offered. We will endeavour to give a least one week's notice, but this may not always be possible.
7. Instructors reserve the right to remove participants from activities where their behaviour is unacceptable. Group leaders are responsible for maintaining control whilst groups are at our venues.
8. Correct clothing and footwear must be worn as per the kit list. Instructors reserve the right to remove participants from the group if they do not have the correct kit. This is for your safety and comfort
9. Any medical conditions or disability must be stated on the Medical Consent Form. If you are not sure about your fitness to take part then your doctor's advice should be taken. We must also be made aware of any medication being taken. If a child needs to take prescribed drugs during a course / session, we must receive a written request. We will not prevent anyone from taking part in an activity unless it endangers themselves or others.
10. We need some indication of size when providing equipment. Any special needs in respect of size should be stated above.
11. Please give ages of children under 18 years. We cannot accept unaccompanied children under the age of 8 years.
12. When food is being provided by us, please indicate any special dietary needs.
13. Where individual children are taking part in full days, we shall supervise them during lunch, but please send a packed lunch.
14. If children are not picked up from sessions on time, they will not be left unattended; however, if the instructor has to travel to another activity a child may be taken with him / her, our office will be notified.
15. We may take photos of sessions for use on promotional material, please write on form if you are not happy for us to do this.
16. We do not accept responsibility for loss of additional expenses due to sickness, weather, strikes or any other causes. Personal accident insurance is not included. The information disclosed above is treated as strictly confidential.
17. Your signature on the booking form constitutes acceptance of all the conditions

Please return this form to Wiltshire Outdoor Learning Team c/o 7 Gipsy Lane, Warminster BA12 9LR
e-mail: info@wolt.org.uk tel: 07789 940971