

**INGLEBOROUGH HALL
OUTDOOR EDUCATION CENTRE**

**RESIDENTIAL GROUP
BOOKING FORM**

Name & Address of School / Group:

Post Code _____

Address for correspondence if different from above:

Post Code _____

Tel (incl. code): _____

Fax: _____

e-mail: _____

Proposed date of visit:

From: _____

To: _____

or

From: _____

To: _____

Numbers in Party:

a) Students under 18: _____

b) Students over 18: _____

c) Adult staff / leaders: _____

Students under 18: mixed groups should be accompanied by both male and female staff / leaders. See conditions of booking overleaf regarding staff CRB checks.

Age range of students: _____

Name of organising teacher/leader:

Position: _____

Home tel: _____

Mobile: _____

If your application is unsuccessful would you like to be placed on the waiting list?
(please tick appropriate box)

Yes

No

Aim of visit: _____

To be signed by Head of establishment
I would like to make a booking as detailed above. I have read and agree to the conditions of booking printed overleaf. I enclose a cheque for the deposit of £.....

Signed: _____

Position: _____

Date: _____

Please return completed form and deposit to:

**Ingleborough Hall
Clapham, North Yorkshire, LA2 8EF**

Cheques should be made payable to 'Serco Ltd'

Tel: 01524 251265

Fax: 01524 251020

E-mail: info@ingleboro.co.uk

FOR OFFICE USE ONLY

Date of visit:

Deposit (amount):

Received (date):

Booking ref:

INGLEBOROUGH HALL OUTDOOR EDUCATION CENTRE

CONDITIONS OF BOOKING

- Telephone bookings are only accepted as provisional *and will be held for a maximum of three weeks*. No booking is considered firm until a completed booking form *and deposit* have been received and acknowledged in writing by the Centre. The deposit will be 10% of the basic course fee (plus VAT at the standard rate) and is non-refundable.
- **Payments will be required as follows:**
 1. On booking: 10% of the basic course fee + VAT (this deposit is non-refundable).
 2. Six months prior to the course dates: a further 10% of the basic course fee + VAT.
 3. Three months prior to the course dates: a further 30% of the basic course fee + VAT.
 4. A final invoice will normally be sent within a month of your visit. This will cover the balance owing plus any supplementary charges. The invoice is payable within 30 days.
- The Centre may have to charge for the numbers originally booked if you do not give notice as detailed below:
 - > Total cancellation - six months notice in writing.
 - > Decrease in numbers of more than 10% - three months notice in writing.Late bookings taken within the three month period will not be subject to the above penalties.
- Confirmation of final numbers must be made 4 weeks prior to your visit.
- The Centre's 'Notes for Visiting Staff' must be studied by the group organiser prior to the visit.
- The programme must be planned and agreed with the Centre before it can be considered final.
- Staff and leaders are responsible to the Head of Centre for the good conduct and behaviour of their group.
- Parental consent must be obtained for all students under the age of 18 years, including participation in adventurous activities as appropriate.
- It is the responsibility of the head of the establishment making the booking to ensure that all accompanying adults (including any parents and voluntary helpers) have successfully completed a CRB Enhanced Disclosure check. This applies to *all* bookings *unless* it is a sole occupancy booking (confirmed by Ingleborough Hall in writing) with no students under the age of 18.
- Education Bradford holds public liability insurance. It does not however provide personal insurance and group organisers are therefore encouraged to arrange personal accident cover for their party to include participation in adventurous activities as appropriate, plus cancellation and equipment cover.
- Education Bradford does not accept responsibility for loss or damage to visitors' property of any description, including vehicles parked within Ingleborough Hall grounds.
- Ingleborough Hall reserves the right to cancel or curtail any booking at any time and for any reason; if such a cancellation is necessary prior to commencement of your course you will be offered alternative dates or a full refund of any monies paid. In the event of a course being curtailed due to the conduct or behaviour of your group or group members you will remain liable for the full course fees.
- Data Protection: personal information provided on this booking form plus any subsequent information is held in its original form and also on computer for course administration purposes and to assist with the delivery of the course. By providing the Centre with this information course organisers are agreeing that it can be kept and accessed by authorised Centre personnel.