

INGLEBOROUGH HALL OUTDOOR EDUCATION CENTRE CONDITIONS OF BOOKING

- Telephone bookings are only accepted as provisional *and will be held for a maximum of two 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 and is non-refundable.
- **Payments will be required as follows:**
 1. On booking: 10% of the basic course fee (non-refundable).
 2. Six months prior to the course dates: a further 10% of the basic course fee.
 3. Three months prior to the course dates: a further 30% of the basic course fee.
 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.
- 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.

19th May 2004