

ACTIVITY BOOKING FORM

Group Name

Group Leader Information

Name Mobile

Address

Postcode

Telephone Email

Number in Group

Under 18's will only be allowed to take part in an activity if they are either accompanied by their parent/guardian or a Freax consent form is completed by a parent/guardian.

Participants Female Male

Ages U13 U15 U18 18+

Staff

Group Total

Where did you hear about us?

Dates Required

From To

Start time

Duration

Details Activities Required and venue

Transport (Click) We will provide our own transport We require transport to be provided

Deposit required £ Balance to be received by

Total amount £

Method of payment (Click and Complete)

I enclose a cheque (payable to Freax Ltd) for the **deposit/full** (circle) amount of £

I am a Statutory provider, please invoice me - my purchase order number is

Please call us if you would prefer to make a BACS transfer.

I have read and accept the terms and conditions of booking detailed below and I accept that if I cancel or amend the activity booking I will lose the outlined percentage of the activity fee.

I also agree to the deposit, and additional fee's if changes or amendments are made.

Signed
Job Title

Date

Terms & Conditions

1. A 20% Deposit must be received within 2 weeks of booking; the full price must be paid on booking if less than 8 weeks before the event.
2. Payments can be made either by cheque made payable to Freax Ltd, by credit or debit card or with a valid purchase order number (**statutory bodies only**).
3. Notice to cancel must be received in writing and will be subject to the following charges:
 - More than 8-6 weeks before – 25% of full fee
 - More than 4 but less than 6 weeks before – 50% of full fee
 - Less than 4 weeks before – 100% of full fee
4. There will be a late payment penalty of 10% of the full booking fee for every month we do not receive full payment after the date of Invoice
5. **Freax Ltd** reserves the right to cancel a booking at short notice. In such situations an alternative date will be arranged or a full refund given.
6. By signing the booking form the group leader accepts responsibility for the positive conduct of all participants in the group.
7. **Freax Ltd** reserves the right to charge the group or organisation for the replacement or repair of any property or equipment damaged as a result of the unreasonable behaviour or conduct of any participant in the group.
8. **Freax Ltd** accepts no responsibility for any loss or damage of personal items brought on any sessions it provides.
9. **Freax Ltd** has full public liability cover and expects that group leaders will ensure they and other leaders have their own appropriate public liability insurance to cover against any claims made against them.
10. **Freax Ltd** encourages groups to ensure they have appropriate personal accident cover.
11. On receipt of a booking form and booking fee **Freax Ltd** will issue consent and medical forms, travel arrangements and kit lists appropriate to the activity booked.
12. **Freax Ltd** reserves the right to change the ratios of participants to instructors (normal ratio = 1 instructor to 8 participants + 1 responsible adult for groups under 18 years of age). Reasons for the change will be given on written request.
13. If the person making the booking, organization or organization member of staff makes changes to an agreed submitted plan on the day of the activity then the total amount may be subject to an additional 10% charge of the total cost.