

Ardingly Activity Centre **BOOKING FORM**

Name (for correspondence)

Address

..... Post Code

Tel. No. Home:

Emergency Contact No

Email.....

Full Name of Course Member

Age: Sex

Course Name:

Course Date:

Water sports experience

.....

Please give details of any medical conditions or allergies:

.....

How did you hear about us?

Newspaper / Magazine - which one?

.....

Been before • Friend • Yellow Pages

.....

Please make cheques payable to:

ARDINGLY ACTIVITY CENTRE

Course Fee	Deposit enclosed	Balance due 4 weeks before course
---------------	---------------------	---

The full fee is required on courses booked less than 4 weeks before the start date, as are courses of 2 days or less.

.....

I HAVE READ ALL THE CONDITIONS OPPOSITE AND AGREE TO ABIDE BY THEM.

Signature:

If under 18 years the signature of a parent/guardian is required.

Date:

Please return to: **Ardingly Activity Centre. Ardingly Reservoir, Ardingly. West Sussex RH17 6SQ.**

1. Telephone the centre 01444 892549 and our staff will confirm availability and advise on the best course for you. Provisional telephone bookings will be held for 3 days pending the arrival of your booking form and payment.
2. Complete the booking form.
3. A deposit of £60 per person must be sent with the booking form (this is not refundable unless the course is cancelled by us). The balance is due 4 weeks before the start of the course. For courses of 2 days or less, the full payment is required at the time of booking. Credit Card payment can be taken over the phone.
4. **INSURANCE:** The centre boats equipment and staff are insured against accident or third party liability, but personal insurance against injury, accident or loss whilst at the centre is the responsibility of the client, and the centre accepts no responsibility for any such injury, accident, damage or loss to a client.
5. You are advised to take out your own insurance to cover against accident, injury, loss of personal possessions and to cover against having to cancel your course.
6. **PHYSICAL FITNESS:** You should be fit enough to swim 25 meters in light clothing.
7. All students must advise on the booking form any illness or medical disability.
8. Any students suffering from asthma, diabetes, epilepsy, giddy spells, angina or other heart conditions, should check with their doctor before making a booking and be in a position to produce a note from their doctor if required.
9. **CANCELLATIONS:** The centre reserves the right to:- Cancel any course. In such cases all fees will be refunded unless alternative dates are offered and accepted.
10. Request a student withdraw from a course.
Increase fees without notice, however, there will be no change to a confirmed booking.
Cancel the course if the number of students enrolled has not reached the minimum requirement.
If you give more than four weeks notice of cancellation, only the deposit is forfeited. If less than four weeks notice is given then the full fee will be payable.