



Organisation details		★ means required
Organisation name:		
Education group type:	<input type="checkbox"/> School (6 - 16) <input type="checkbox"/> College (ages 16-18) <input type="checkbox"/> University (18+) <input type="checkbox"/> Educators (teacher/lecturer)	
Contact name:	★	Position: ★
Address:	★	Telephone: ★
		Mobile:
Postcode:	★	E-mail: ★
Finance E-mail:		Finance Telephone:

Purpose of your trip		Please tick which type of booking you would like to trip to be (please only select one):
Trip purpose:	<input type="checkbox"/> Single Activity <input type="checkbox"/> Full Activity Day (<input type="checkbox"/> with self led) <input type="checkbox"/> Value Activity Day (<input type="checkbox"/> with self led)	
	<input type="checkbox"/> Residential Package <input type="checkbox"/> Separate Accommodation (<input type="checkbox"/> Camping or <input type="checkbox"/> Indoor Accommodation)	

Trip details		Please give us details on who is coming and when you would like to come:	
No. of Adults attending:	★	No. of Youths attending:	★
		Age range of Youths:	★
Final numbers are due 28 days (4 weeks) prior to your arrival, please contact us if your numbers have changed.			
Arrival date:	★	Arrival time:	★
		Departure date:	★
		Departure time:	★
Groups will not be allowed in their accommodation unless a group leader is present. We cannot be responsible for unaccompanied youths.			

Residential Package		Please select which package you would like:
Type of package:		
<input type="checkbox"/> 1 Night Residential (Fully catered with meals, accommodation and 5 activities)	<input type="checkbox"/> 3 Night Residential (Fully catered with meals, accommodation and 15 activities)	
<input type="checkbox"/> 2 Night Residential (Fully catered with meals, accommodation and 10 activities)	<input type="checkbox"/> 4 Night Residential (Fully catered with meals, accommodation and 20 activities)	
Accommodation type:		
<input type="checkbox"/> Staying in Icen House (Sleeps 57 over 10 rooms)	<input type="checkbox"/> Staying in the Tented Village (Sleeps 68 over 5 tents and 2 chalets)	<input type="checkbox"/> Staying in the Camp Site (Using own tents, up to 250 people)

Declaration	
Signature:	★
	Date: ★
By signing the above (your name if using an electronic form), you agree and have read the terms and conditions including payment of all cancellations and charges where applicable. You understand that the deposit (stated at the top of this form) is non refundable.	

Please select which activities you would like? (For Single Activity, Activity Days and Residential Packages)

- | | | |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Air Rifles | <input type="checkbox"/> Climbing Challenge | <input type="checkbox"/> Nature Hike (age 5+) |
| <input type="checkbox"/> Archery (age 5+) | <input type="checkbox"/> Clout Archery | <input type="checkbox"/> Orienteering (age 5+) <small>(Self Led Session)</small> |
| <input type="checkbox"/> Backwoods Cooking | <input type="checkbox"/> Crate Stacking | <input type="checkbox"/> Picture Quiz (age 5+) <small>(Self Led Session)</small> |
| <input type="checkbox"/> Bushcraft | <input type="checkbox"/> Human Table Football | <input type="checkbox"/> Pedal Go Karting (age 5+) <small>(Self Led Session)</small> |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> Hungry Hippos | <input type="checkbox"/> Raft Building |
| <input type="checkbox"/> Catapult Pioneering (age 5+) | <input type="checkbox"/> Grass Sledges (age 5+) <small>(Self Led Session)</small> | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Catapult Shoot-out (age 5+) | <input type="checkbox"/> Jacobs Ladder | <input type="checkbox"/> Tomahawk Throwing (age 7+) |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Kayaking | <input type="checkbox"/> Trapeze |
| | <input type="checkbox"/> Low Ropes | <input type="checkbox"/> Traverse Climbing (age 5-7) |
| | <input type="checkbox"/> Mountain Biking (age 10+) | |

Are there any participants with a medical condition?

Please note that many self led sessions need a qualification, please contact us for further information. All activities are minimum age 7 unless stated.

Please tell us of your objectives for the trip? Please tick those that apply:

- | | |
|-----------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Teamwork | <input type="checkbox"/> Decision making |
| <input type="checkbox"/> To have fun! | <input type="checkbox"/> Long term skill development |
| <input type="checkbox"/> Be healthy | <input type="checkbox"/> Gaining confidence |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Leadership |

Do you have any other objectives?

Do you have any other information we need to know?

'Eaton Vale Scout and Guide Activity Centre', 'us' 'we' 'our' – means Eaton Vale Scout and Guide Activity Centre, registered charity 1073816.

'You' – means customer, visiting group, visiting group leader, school, college, company or business buying service and products.

Contract:

For all bookings the contract is between you, the customer, and us, Eaton Vale Scout and Guide Activity Centre
A contract only exists when we have received the required deposit (if applicable), completed booking form and have acknowledged receipt of your completed form by issuing you with our booking confirmation.

Bookings Procedures:

Eaton Vale Scout and Guide Activity Centre will generate documentation, namely a 'Booking Form' following contact with the customer via our website, e-mail or other means.
Eaton Vale Scout and Guide Activity Centre will hold a booking provisionally for 14 days (2 weeks).
On receipt of the completed 'Booking Form' including deposit payment Eaton Vale Scout and Guide Activity Centre will issue the customer with a Booking Confirmation. The Booking Confirmation shall be deemed to be an offer made by us to the customer to enter into a contract.
After 14 days, if we have not received your booking form and deposit payment the booking will be removed. Any bookings made within 28 days of arrival will need to be paid in full. The customer acknowledges that once the Booking Form has been signed and the Booking Confirmation has been received a binding contract will come into force.
Should you make a booking with us on behalf of a third party you will be held jointly and severally responsible to us for the total cost of the services and/or products booked.

Payment schedule:

Our prices are based on the current year. We reserve the right to amend our price bands.

• Non-refundable initial deposit – payable 2 weeks (14 days) after enquiry (or at the same time as payment of the balance of the booking cost where the booking is less than 4 weeks i.e. 28 days prior to visit arrival date)

All deposits are non refundable and cannot be transferred to another booking. Deposit are not accepted for courses, birthday parties and holiday clubs. Only full payment is accepted

• Final Balance – no later than 2 weeks (14 days) prior to visit arrival date (or immediately upon the signed booking confirmation where a booking is less than 4 weeks i.e. 28 days prior to the arrival date).

Cancellation

Numbers charged will be based on the numbers stated on the booking form

If cancellation is of an entire booking the following will be charged.

• 0-28 days (4 weeks) of the arrival date – Full fee charged

• 29-56 days (8 weeks) of the arrival date – 50% of the full fee charged

• 57-84 days (12 weeks) of the arrival date – 25% of the full fee charged

In the event of a cancellation by a member of your group more than 8 weeks before the visit date, the deposit payment may be transferred to a substitute member if able. We regret that refunds cannot be offered in the event of cancellations or no shows. Any payment terms for changes to group numbers will be charged as per the payment schedule outlined above.

Alterations by us

Eaton Vale Scout and Guide Activity Centre will do its utmost to provide all arrangements that have been confirmed, but reserve the right to alter or cancel any activities, accommodation or any other arrangements if operational, weather or other conditions dictate. If Eaton Vale Scout and Guide Activity Centre need to make amendments, we shall use reasonable endeavours to notify you as soon as is reasonably practicable. We will discuss alternative activities with the visit leader as early as possible to ensure the visiting group are able to experience a safe and worthwhile alternative.

Statement of Assumed Risk

Participation in adventurous activities entails some risk of injury. Both participants and persons with parental responsibility must accept an element of risk and an understanding that accidents and injuries can happen. To minimise these risks our equipment is inspected regularly and to the appropriate high standards. All staff employed by Eaton Vale Scout and Guide Activity Centre are trained and appropriately qualified to run our activity sessions in line with our standard operating procedures and within national governing body guidelines where applicable. Complying with these guidelines will limit the risk of injury. Participants under the age of 18 years must have permission from their parent or guardian before being able to take part in any activity/course offered at Eaton Vale Scout and Guide Activity Centre, this obtaining of permission is the responsibility of the group/visit leader. The parent/guardian needs to be made aware of and accept the risks involved in adventurous activities and satisfy themselves accordingly.

Customer's Obligations

The visiting group leader accepts responsibility for the general conduct of all group members throughout the stay and shall ensure that:

• All visiting adults accompanying the group remain 'in loco parentis' at all times and assume responsibility for all young people;

• Take all reasonable steps to minimise disturbance to other guests;

• Prevent damage to the property, fixtures and fittings and equipment and resources;

• Take care of personal possessions;

• Follow all health and safety advice provided by Eaton Vale Scout and Guide Activity Centre

Eaton Vale Scout and Guide Activity Centre has a no-smoking policy across all areas of the site and accommodation areas. If visiting staff wish to smoke including electronic cigarettes they must use the designated area identified by our staff.

Eaton Vale Scout and Guide Activity Centre has a no alcohol policy across all areas of the site. Private parties wishing to consume alcohol will only be allowed on site if they have booked Eaton Vale exclusively. An exclusive use fee is charged per day.

Behaviour

Unnecessary noise or any behaviour likely to cause distress to other guests or staff is not permitted in any part of Eaton Vale Scout and Guide Activity Centre. Please ensure all conduct themselves appropriately always respecting Eaton Vale Scout and Guide Activity Centre property, its employees, guests and their health and safety. We reserve the right to refuse accommodation or services, to remove you and members of your party from the Eaton Vale Scout and Guide Activity Centre if this condition has been breached. Where this is the case you shall have waived any rights to a refund.

First Aid

It is the responsibility of the visiting group staff to ensure the safety and wellbeing of all their young people for whom they have a duty of care, including the provision of first aid. Schools and/or groups should contact their own emergency point of contact in the case of any emergency.

Parking and Personal Property

Vehicles are parked at your own risk. Eaton Vale Scout and Guide Activity Centre takes no responsibility for damage caused to any vehicle using any car park and no guarantee is given as to the security of guest vehicles in the car park or any of the vehicles contents.

Eaton Vale Scout and Guide Activity Centre takes no responsibility for personal property.

Eaton Vale will charge for any damage made to our property and/or equipment during your visit. An appropriate fee to cover parts and labour will be added to your booking fee.

Self-Led Sessions

You will be asked to sign a copy of the self led disclaimer and asked to produce your certificates (if applicable), these will be kept electronically on file as part of your booking record.

Special requests

All special requests should be made at the earliest opportunity in writing. Eaton Vale Scout and Guide Activity Centre will endeavour to meet all reasonable requirements and notify the appropriate persons accordingly. We cannot guarantee that special requests will be fulfilled and therefore failure to do so does not constitute a breach of contract unless they have been specifically guaranteed by the company in writing.

Complaints Procedure

If there are any problems with your visit at any stage, we would like to be the first to hear about it. Please contact a member of our staff as soon as possible so that we can try to put things right for you straight away. In the unlikely event that your concern is not resolved, please write to us immediately on your return. Complaints must be received by us within 28 days from the last day of your visit.

GDPR

Eaton Vale Scout and Guide Activity Centre has measures in place to protect the personal data held by us. Personal data collected from you including personal data relating to party members will only be used by Eaton Vale Scout and Guide Activity Centre in order to fulfil our obligations. Including the administration of your booking and in the arrangement and provision of your activity and event and in complying with our obligations in relation to health and safety and other regulatory obligations.

Force Majeure

Eaton Vale Scout and Guide Activity Centre shall not be held liable for an event which they could not reasonably foresee or prevent. Such events may include without limitation, war or threat of war, riot, actual or threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire, epidemics and pandemics and all similar events outside their or any of their suppliers control.