



Booking form

Please complete as much information as possible

Organisation: _____

Address: _____

Invoice Address (if different from above): _____

Daytime Tel No: _____ Fax Number: _____

Evening Tel No: _____ Mobile No: _____

E-mail: _____

Proposed Dates: _____ No: of nights: _____

Please advise Time of arrival

No. of children Male: _____ Female: _____ Age: _____

No. of staff /adults Male: _____ Female: _____

Mode of transport: Minibus/coach/cars If minibus? Is it availability during stay: Yes/No

Brief description of group/special needs etc: _____

Type of programme required/special requests:

I agree for my group to participate in any adventurous activities that are part of their Dukes Barn course. I understand that, although potentially hazardous, these activities will be led by experienced instructors who hold the relevant qualifications and who will maintain a high level of safety throughout the activities. I acknowledge the need for responsible behaviour and that the instructor's word is final on all matters of safety.

I have read and agree to the conditions of booking.

Signature: _____

Name: _____

Date: _____



DUKES BARN

The Ron Beddoes Outdoor Centre

Booking Conditions

1. Check the availability of dates required with Dukes Barn, who will then make a provisional booking.
2. Return and sign Dukes Barn completed booking form as soon as possible with the approximate number of students who will be attending.
3. A first invoice for the **non-returnable deposit of £200.00** will be issued, upon receipt of your deposit your booking will be confirmed.
4. ***Day courses will be required to pay the full amount prior to commencement of course.***
5. Eight weeks prior to the start of the course, we will contact you to confirm numbers and genders. A second invoice for **non-returnable deposit of £40.00 per student** will be issued (unless agreed otherwise) this should be paid as soon as possible. This should give your organisation a commitment from both students and parents and will enable Dukes Barn to staff your course appropriately.
6. Four weeks prior to the start of the course, we will contact you for final numbers, special dietary requirements, and expected time of arrival and departure. A final invoice will be issued based on confirmed numbers, payable on or before arrival.

Conditions of Cancellation

1. In the event of cancellation by Dukes Barn, all fees paid in advance will be returned.
2. In the event of the organisation cancelling the booking, the initial deposit will not be refunded.
3. In the event of cancellation less than eight weeks prior to the course date the non-returnable deposit of £40 per student will need to be paid.
4. Less than one month before the course – full course fee.
5. Residential courses should have a minimum staff ratio 1:10 and to ideally have staff of both genders.
6. Should a child cancel due to sickness. Please send in copy of sick note in order for Dukes Barn to refund.