



BOOKING FORM

Please complete as much information as possible and return to bookings@dukesbarn.org

Organisation: _____

Contact name: _____ Tel Number: _____

Email: _____

Address: _____

Invoice Address (if different from above): _____

Invoice contact: _____ Email: _____

Proposed Date: _____ Arrival time _____ Departure time _____

Location to meet: (If not Dukes Barn please give post code or grid ref as well as description) :

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

No. of adults. Male: _____ Female: _____

Mode of transport: Minibus / coach / cars

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 overleaf.

Signature: _____	Name: _____
Date: _____	

BOOKING TERMS AND CONDITIONS

RESIDENTIAL COURSES

Please contact us on 01629 733 039 to discuss your requirements and confirm availability.

Upon confirmation of the availability of your required dates, we will accept this as a provisional booking at your request which we will hold for two weeks.

To confirm the booking, please download, complete and return a booking form to accounts@dukesbarn.org within two weeks, with the approximate number of attending.

A non-refundable deposit invoice for £500.00 will be issued; upon receipt of your deposit your booking will be confirmed.

Six 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. It is essential at this stage that the organisation have final numbers and a definite commitment to the course as this enables us to staff your course appropriately based on your group's needs.

A final invoice will then be issued, payable 2 weeks before your visit.

CANCELLATIONS

1. In the event of a booking being cancelled by Dukes Barn:

All fees paid in advance will be refunded in full.

2. In the event of the organisation cancelling the booking:

Greater than three months in advance - the initial deposit will not be refunded, but all other payments in advanced will be refunded.

Less than three months in advance - the full course fee based on your original booking will be invoiced and will be due immediately.

3. Individual cancellations:

Individual cancellations will be dealt with as below; however, minimum booking charges will still apply.

Greater than six weeks in advance - no charge will be made for the individual.

Less than six weeks in advance - the full cost will be invoiced and will be payable on the invoice due date.

Should an individual cancel their place on the course due to sickness a full refund of their place will be given providing we are in receipt of a doctor's note.

If a person leaves after arrival, no refund will be issued.

DAY COURSES

Please contact us to discuss your requirements and confirm availability on 01629 733 039.

Upon confirmation of the availability of your required dates, we will accept this as a provisional booking at your request which we will hold for two weeks.

To confirm the booking, please download, complete and return a booking form to accounts@dukesbarn.org within two weeks, with the approximate number of attending.

On receipt of your booking form an invoice for the total amount will be issued, due upon receipt.

Once payment is received this will confirm the booking with us.

CONDITIONS OF CANCELLATION

1. In the event of a booking being cancelled by Dukes Barn:

All fees paid in advance will be refunded in full.

2. In the event of the organisation cancelling the booking:

Greater than three months in advance - all payments received in advanced will be refunded.

Less than three months in advance - 50% of the payments received in advanced will be refunded.

Individual cancellation.

Individual cancellations will be dealt with as below; however, minimum booking charges will still apply.

Greater than three months in advance - a full refund for the individuals place will be made.

Less than three months in advance - 50% of the individuals payment received in advance will be refunded.

Should an individual cancel their place on the course due to illness a full refund of their place will be given providing we are in receipt of a doctor's note.