



On Site Day Course 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 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: _____

No. of staff /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 of booking.

Signature: _____	Name: _____
Date: _____	



Booking Conditions

1. Check the availability of dates required with Dukes Barn, This will then be a provisional booking.
2. Sign and return to Dukes Barn the completed booking form as soon as possible with the approximate number of students who will be attending. (download for website)
3. Day courses will be required to pay the full amount prior to commencement of course.
4. Six weeks prior to the start of the course, we will contact you for final numbers, special requirements and expected time of arrival and departure. A Final invoice will be issued based on confirmed numbers.

We would suggest that your organisation starts collecting payment as so as possible for your course. This should give you a more definite idea of numbers. This early commitment from both students and parents will enable us to staff your course appropriately according to the numbers you have given us

Conditions of Cancellation

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

All fees paid in advance will be returned in full.

2. In the event of the organisation cancelling the booking less than 8 weeks before the course starts.

The cost price of the course fee based on your original booking will be invoiced and should be paid immediately.

3. Individual cancellations.

Should an individual child/adult cancel their place on the course due to sickness a full refund will be given providing we are in receipt of a doctors note..