

## Plas Pencelli Outdoor Education Centre

# Individual Course Application Form

The full fee for my course is: £\_\_\_\_\_ (enter amount)

I am paying (Please Tick):

Full Course Fee or  £50 deposit with the balance due 4 weeks before the course start date

- Either *I enclose a cheque payable to "Swindon Borough Council" for the appropriate amount*  
 Or *I have made payment by BACS for the appropriate amount (Please contact the office for BACS details)*  
 Or *I enclose an authorized official purchase order-please invoice my organization direct.*

Course Title		Dates	
Full Name			
Date of Birth		Male/ Female	
Address			
Email address			
Telephone Contact	Daytime	Evening	Mobile
Emergency Contact		Tel. no.	
Doctor		Tel. no.	
Medical conditions, allergies, significant disabilities (e.g. asthma, heart trouble, diabetes, epilepsy, previous injuries etc.) Give details of any medication.			
Water confidence (e.g. 50 metres in a swimming pool)			
Special dietary needs (e.g. vegetarian)			
Please outline any previous relevant experience/courses/awards.			

*Courses at Plas Pencelli may include a range of activities for which staff are chosen and vetted in accordance with the Adventure Licensing Regulations 1996. I confirm that I have read and understand and accept the course details and conditions as set out in associated literature and the terms and conditions. I understand that Plas Pencelli is not under any liability in respect of loss or damage to personal property not caused by the negligence of Plas Pencelli, its suppliers, its agents or employees whilst attending a course. Plas Pencelli staff are trained to maintain acceptable levels of risk. However participants accept that accidents and injury may occur. I confirm that I am sufficiently fit and healthy to participate safely. I agree to emergency medical treatment if necessary.  
 I have read the privacy notice available on the Plas Pencelli website at [www.plaspencelli.co.uk/index.php/documents/](http://www.plaspencelli.co.uk/index.php/documents/) and understand what personal data Plas Pencelli collects, how and why it is used, who it is disclosed to and how it is protected.*

Signed: ..... (Parent/Guardian to sign if under 18)

# Terms & Conditions

*For any course to operate successfully at Plas Pencelli a degree of planning and financial commitment is necessary by the Centre. This is reflected in the cancellation policy applied below. Charges cover services as outlined in the course details information. These vary from course to course. Please consult if in doubt. Charges are as set out in course information or as agreed by separate written quotation.*

## **1. Booking on Courses**

- a) Places can only be reserved by submitting a completed booking form along with a cheque or purchase order for the full amount or deposit if paying more than 4 weeks in advance.
- b) The full course fee must be paid 4 weeks before the start of a course or at the time of booking if less.
- c) All bookings will be acknowledged by post and a receipt issued.
- d) Course joining notes are normally forwarded 2 weeks prior to the start of a course.

## **2. Cancellation by the Customer**

- a) All cancellations must be in writing and acknowledged by Plas Pencelli.  
The financial cost of cancellation are as follows:
- b) Deposits are non-refundable
- c) 50% of the course fee where cancellation occurs less than 4 weeks but more than 2 weeks before the start of the course
- d) 100% of the course fee where cancellation takes place within 2 weeks or during a course.

## **3. Cancellation by Plas Pencelli**

- a) Whilst every attempt is made to ensure that courses/activities actually run, Plas Pencelli will notify customers of cancellation as soon as practicable where it believes on reasonable grounds that cancellation is necessary due to dangerous and/or unsuitable conditions.
- b) Plas Pencelli will notify customers of cancellation not less than 5 days prior to the commencement of the course where numbers as a result of either customers cancellation or booked numbers have failed to reach a workable minimum.
- c) Cancellation by Plas Pencelli does not affect the customer's right to a refund of travel costs that he/she may have incurred prior to the cancellation and since lost except in the circumstances set out in the clauses 3a and 3b.
- d) In the event of cancellation customers will be offered the choice of

1. Full refund of the fee paid
2. Another booking on a different date

***[www.plaspencelli.co.uk](http://www.plaspencelli.co.uk)***