

Course Booking Form

School/Group

Address:

Group Organiser: Tel:

Number of Students UP TO 12 13-24 25-36 37-48 49-60 61+

School Year (enter no.)

(8, 9, etc.) Min. charge 10 Min. charge 20 Min. charge 30 Min. charge 40 Min. charge 50 Min. charge 60

(Please make contact as soon as possible if there is any variation in your student/group numbers)

Further Details:

Length of Course MON-FRI SUN-FRI FRI EVE-SUN SAT-SUN *OTHER

 (*please consult)

(Sunday courses arrive 5.00pm, Monday courses arrive 11.00am & both depart Friday at 2.30pm)

Further Details:

Type of Course OUTDOOR ADVENTURE FIELD STUDIES SPECIALIST (1:8 RATIO) *OTHER

 (*please consult)

(Discussion regarding content of all programmes is essential prior to each course)

Further Details:

Course Dates

FROM				TO			
Day	Date	Month	Year	Day	Date	Month	Year

I agree to the booking conditions overleaf and all payments that fall due. I have read the privacy notice available on the Plas Pencelli website at 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 Head/Principal Date

Booking Conditions

To be sustainable Plas Pencelli must achieve a high level of occupancy. Bookings must be made systematically where clear commitments are accepted by Users. The aim is to avoid late cancellations or changes to numbers at short notice leaving the Centre vulnerable to shortfalls in income. The booking system is presented clearly and includes a series of graded financial commitments, including penalties where cancellations are made within certain time frames. The system allows the Centre to re-advertise vacancies without impacting detrimentally on course organisers. Charges cover normal services including “on course” transport, accommodation, meals, equipment, outdoor instruction, access charges and course administration. Charges exclude transport to and from the Centre, “Records of Achievement”, “extra” outside activities such as swimming, climbing wall, horse riding etc. Please consult if in doubt. Charges are as set out in the current “Course Charges” sheet or as agreed by written quotation. Normally charges are increased annually and applied from 1st April each year. Notification will be given of these increases as soon as convenient after being set by the Management Committee. You will be advised of any variation to this policy. Specific areas of accommodation cannot be guaranteed and the Centre retains the right to allocate rooms or areas of the Centre accordingly.

Booking Framework

1. 12-24 Months in Advance

- Complete and submit booking form signed by Head/Principal (no financial commitment at this stage)
- Confirmation of booking detail is forwarded to you
- Booking is recorded on Centre planner and database
- Provisional bookings without a completed booking form are kept for one month

2. 12 Months in Advance

- A non-refundable deposit of 10% of the charge (based on the minimum charge). A letter with an invoice will be forwarded as a reminder of the payment shortly before it is due.
- A “Leaders Pack” will be forwarded with a receipt for the deposit.

3. 4 Months Prior to your Visit

A letter confirming the minimum charge to be applied will be forwarded with a reminder of what further details are required from you. At this stage you will be encouraged to make contact and discuss details of your course programme with the Centre.

4. During your Visit

Final charges will be confirmed including charges for any extras such as “Records of Achievement”, swimming, climbing wall, damage, losses etc.

5. Immediately after your Visit

An invoice for the balance of fees will be forwarded with payment due within 30 days.

Cancellation Charges - these also apply to reduction in activity group numbers

- | | |
|----------------------------|-------------------------------|
| 1. 12 - 24 Months: | <u>No Charge</u> |
| 2. 3 - 12 Months: | <u>Loss of Deposit</u> |
| 3. Within 3 Months: | <u>Full Charge.</u> |

(All the above charges are based on “minimum charges”.)

Although Plas Pencelli has professional and 3rd party liability insurance cover you are advised to take out personal insurance for all participants at the time of booking to cover accidents, losses or cancellations.