



Individual/Family Booking Form

Rooms are allocated with a minimum of two people sharing. Should you require single rooms, please let us know at the time of booking. Single room supplements will be applied and single room allocation is based on availability. Your booking will only be confirmed on receipt of this booking form along with payment, as either a deposit as detailed below or full balance, if booked less than 12 weeks prior to your stay. Please note it is essential that people attending the course are domestically independent or bring a helper to assist with their needs as respite care and care staff are not provided by the Centre.

PLEASE COMPLETE TOTALLY IN BLOCK CAPITALS

Dates Booked from _____ to _____

Name _____ Date of Birth _____

Address _____ Tel. No. _____

_____ Mobile _____

Email _____

Family/Friends/Helpers Names

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Deposit for _____ people at **£50** per person = £ _____

TOTAL ENCLOSED = £ _____

Please return this form to **Lake District Calvert Trust, Little Crosthwaite Keswick, Cumbria, CA12 4QD.**
PAYMENTS: For BACS payments: Account name: Calvert Trust Keswick, Sort Code: 20-66-97 Account Number: 10220086. Please reference your groups name. Cheques made payable to: **'Lake District Calvert Trust'**. We can also accept debit and credit card payments over the phone. To do this please call us on 017687 72255 to speak to a member of the bookings team. A request for payment will be sent to you 12 weeks before your course is due to start. This is payable by 8 weeks prior to your course commencing.

**UNDERTAKING FOR COMPLETION BY COURSE MEMBER
(OR Parent /Guardian if under 18)**

I am aware of the nature of this course, that there is an element of risk in outdoor activities and I voluntarily accept the risks involved. I agree to disclose all relevant information, including confidential medical information. I agree to obtain written consent from my GP to attend an outdoor activities course. I undertake that I am domestically independent, or shall bring adequate helpers to fulfil all domestic needs. I agree to all terms and conditions of booking overleaf.

Signature Signed _____ (participant/parent/guardian)

Name _____ Date _____

FOR OFFICE USE ONLY

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Week No _____ Sage No _____ Deposit rec'd _____ Date rec'd _____

ID No _____ Invoice No _____ Full Fees rec'd _____ Date rec'd _____

1. Contractual Arrangements

Your contract is with 'The Lake District Calvert Trust', a registered charity (no. 270923) and a company limited by guarantee (no. 1240160) registered in England and Wales. Our registered office is at Little Crosthwaite, Keswick, Cumbria CA12 4QD. The contract is subject to English law and the exclusive jurisdiction of the English Courts.

2. Bookings

Once you have discussed your requirements with our Bookings Team, and subject to availability, we will hold the required number of places on your selected course dates for up to one calendar month following telephone, email or verbal confirmation of a booking being agreed. To secure these places on a provisional basis beyond the initial one month period we require a signed and completed booking form and the payment of a non-refundable deposit of £50 per person unless otherwise stated. Any deposit paid will be deducted from your final account. Whilst our published tariff and all provisional bookings are made in good faith, we reserve the right to amend course fees up to the point your booking is confirmed in writing or by email from us and full payment has been received. In the event that you do not wish to accept amended course fees we reserve the right to cancel your booking and return any fees paid, including your deposit, without incurring any liability to pay compensation. In all cases further amendments may be possible to your group subject to Paragraph 4 - *Amendment or Cancellation by You*.

3. Fees and Payments

An invoice requesting final payment will be sent to you 12 weeks prior to the start date of your course. Payment of the final balance for the total course fee is due not less than 8 weeks before the start date of your course. Only when we have received full payment will your booking be confirmed. If you make a booking less than 8 weeks before the start date of your course, the full course fees are payable immediately at the time of booking. Supplementary charges which may occasionally occur during a course, such as additional staffing where not previously advised, loss or damage to equipment or other property, will be invoiced separately and such charges are payable on receipt of the invoice. If either your deposit or final balance is more than 2 weeks overdue, this will be a breach of the contract between us and we reserve the right to treat your course as cancelled by you and may release your reservation. We will not do this without prior notification either verbally, or in writing.

4. Amendment or Cancellation by You

Subject to availability, amendments to your group numbers may be possible up until the start date of your course, although we cannot guarantee this. In the event of a cancellation by you of a paying participant place, then the cancellation will be subject to the following charges with respect to each paying participant place that is cancelled (to be determined by the date when written notification of cancellation is received by the Trust);

More than 12 weeks prior to the course Commencing	Deposits only
Between 12 and 8 weeks prior to the course commencing	50% of fees due
Between 8 and 4 weeks prior to the course commencing	80% of fees due
Less than 4 weeks prior to the course Commencing	Full payment

5. Value Added Tax (VAT)

Following a review by HMRC all of our courses and self catering activity breaks are exempt from VAT on the basis of their educational content and therefore invoices will not include a VAT element for course fees.

Accommodation only bookings are subject to VAT and this is included in our tariff price at the prevailing rate.

6. Activities Statement

The Lake District Calvert Trust has built its reputation by specialising in the provision of outdoor and adventurous activities for people with disabilities. We have a range of adaptive techniques and equipment that will give the best chance for someone with a disability to fully participate within their range of functional ability. However, due to certain limitations of functional impairment, other constraints of specific disability or individual stature, not all activities may be fully accessed by all people. Nonetheless in these situations the Lake District Calvert Trust believes it can provide a similar, meaningful activity within the culture of the activity identified on the programme.

7. Health & Safety

All course participants must expect to be involved in outdoor and adventurous activities. Whilst taking part in a course, participants must comply with our safety regulations (including, in particular, instructions given by Calvert Trust instructors) and should any participant wilfully or repeatedly contravene these regulations or instructions such behaviour may result in participants being sent home. In this event the responsibility and cost of any repatriation would be at the individual's or group's expense. Where a participant has a disability, illness, social or behavioural problem that may affect their ability to comply with our safety regulations we must be advised prior to the course commencing in order that we can discuss and implement appropriate control measures in conjunction with you. Medical declaration forms will be sent to you at the time of making a provisional booking. These must be completed in full and returned for all participants by no later than two weeks prior to arrival to ensure the safety of participants during their stay. Any illness or injury suffered after the completion of the medical form must be notified to us immediately in writing. Any specific queries concerning health and safety during the course should be directed to your group instructor or one of our senior staff at the centre.

8. Insurance

The Lake District Calvert Trust holds a minimum of £5 million public liability insurance and we will accept liability for matters which arise as a direct result of our negligence. **All participants are strongly advised to ensure that they purchase their own comprehensive travel insurance that includes cancellation, personal accident and personal belongings cover for the duration of their course.**

9. Promotion

Any prices, statements, descriptions, illustrations, photographs, drawings or any other matters contained in our brochures, website or other literature are made in good faith but are not guaranteed to be accurate and are intended merely to represent a general picture of our products and services and shall not form any part of the Contract between us. We reserve the right to amend our products and services from time to time so that the descriptions as set out in our brochures and other publicity may not be identical to those set out in our proposals to you.

10. Force Majeure

We will not be liable to pay any compensation if we are forced to cancel or change any aspect of the course due to circumstances beyond our control which we or our suppliers could not have reasonably foreseen or forestalled. Such circumstances include, but are not limited to, war or threat of war, terrorist activity, riots or civil strife, industrial disputes, natural or nuclear disasters, fire, bad weather, closure of airports, ports or stations, cancellation or changes in schedules by air, land or sea carriers.

11. Data Protection

Any personal information submitted to us will not be shared with any third parties. We will use this information to manage your health and safety while you participate in a course or activities with the Lake District Calvert Trust and for the administration of booking your stay. In the event of a medical emergency this information may be shared with emergency services and the Trust may also produce anonymised statistical data to report on meeting our equality targets and charitable objectives or to support research. Our full Privacy Policy can be found on our website at www.calvertlakes.org.uk.