



Group Booking Form

June 2018 v1.5

Provisional bookings can only be held for one calendar month. This form must be returned with a £50 per person deposit to confirm a booking.

PLEASE COMPLETE IN BLOCK LETTERS THROUGHOUT

Dates Booked From: _____ To: _____

Name of Group _____

Address _____

Postcode: _____

Email Address _____

Organiser or Contact Name _____

Tel No. (including area code) Work: _____ Home: _____

Mobile: _____ Fax: _____

Group Numbers Disabled: _____ Non-Disabled: _____ Total Group Size: _____

Quoted Price Total cost for the group as provisionally quoted: £ _____

Deposit Payment (required to confirm booking)

A minimum deposit payment of £50 per person is required to confirm your booking, Please indicate below the amount of payment made and method of payment.

- I enclose a cheque or postal order for the sum of £ _____
Cheques should be made payable to 'LAKE DISTRICT CALVERT TRUST'.
- Payment by bank transfer has been made for the sum of £ _____ (Ref should be your groups name)
Account name: **Calvert Trust Keswick** Sort Code: **20-66-97** Account Number: **10220086**
- A credit or debit card payment for the sum of £ _____ has already been made.

UNDERTAKING

I undertake that I will receive written parental consent to participate in the course from each member of the group under 18 years, and I agree to comply with the terms and conditions of booking and cancellation charges overleaf. I understand that if my booking is for less than 8 people the Calvert Trust reserves the right to add additional members to the activity group.

Signature Signed _____ Name _____

On behalf of / organisation _____ Date _____

FOR OFFICE USE ONLY

SEF: _____

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

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

Please return this completed form to **THE CALVERT TRUST, Little Crosthwaite, Keswick, Cumbria, CA12 4QD.**

Contract Booking Terms & Conditions

June 2017 v1.4

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. Group Size

Bookings are accepted on the basis that your group will be split into activity groups of no more than 12 people to undertake the provided activity programme, unless agreed in advance. The group split will be subject to approval by the Calvert Trust and may be influenced by factors such as functional ability of participants. For activity groups of less than 8 the Trust reserves the right to add additional members from other groups. Each activity group will be provided with one accessible minibus. If the make-up of an activity group necessitates the use of additional vehicles, it may be necessary for groups to use their own transport or there may be an additional charge for additional vehicles, as agreed in advance.

4. 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.

5. 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

6. 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.

7. 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.

8. 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.

9. 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.

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.