

ONLY USE THIS FORM IF YOU ARE COMING TO THE CENTRE AS PART OF A SCHOOL/GROUP BOOKING

Name of School / Group: _____

Dates of visit: _____

Your name: _____

Male Female Adult Student Date of Birth: _____ Age: _____

Address: _____

Postcode: _____

Tel. no: _____

E-mail: _____

Next of kin: _____

Tel. no: _____

Please provide full details of any relevant experience or qualifications (sailing/powerboating/ water related, as appropriate) incl. RYA Young Sailors/RYA National Scheme, if relevant.

Please fully describe any medical conditions / medication being taken or behavioural issues, *(use a separate sheet if necessary)* - *written permission is required for staff to administer medication, please include dosage instructions.*

Please indicate any dietary requirements *(i.e. vegetarian)* and/or food allergies *(use a separate sheet if necessary)*:

I have read and accept the conditions of booking *(see over)* and confirm I am/my child/my ward is fit to participate in the course and all centre activities. Where water-based activities are planned, I confirm that I am/he/she is confident in water wearing a buoyancy aid. Should emergency medical treatment be required during my/his/her stay, I will accept the judgement of a qualified medical practitioner.

Signed (applicant) _____

Date: _____

*Signed (parent/guardian) _____

Date: _____

**parent/guardian must sign if applicant is under 18 years of age*

Occasionally, we take photos of participants for publicity, including for use on our own website. If you object, please tick here

Data Protection Act 1998: The above information will be used only to process the booking and for our mailing list. If you do not want information, please tick here

CONDITIONS OF BOOKING

- A booking is only secured when a deposit and booking form are received and acknowledged by us.
- If you cancel your booking, for whatever reason, the deposit is forfeited.
- The balance of fees must be paid four weeks before the start of a course.
- If you cancel your booking, for whatever reason, less than 12 weeks before the start of the course 60% of full fees are due; if less than two weeks, then full fees are due.
- If a booking has to be cancelled by the centre, and no acceptable alternative dates are available, all fees paid to the centre will be refunded.
- Should you have a change in circumstances, do contact the Fellowship Afloat office immediately; we will do all we can to accommodate your needs.
- Anyone participating in water activities must be fit for the activity and confident in water wearing a buoyancy aid (supplied at no extra cost by Fellowship Afloat).
- Fellowship Afloat is covered by public liability insurance which indemnifies the Trust in the event of accident or loss resulting from negligence on its part. Cancellation costs, personal accident and property loss for visitors is not covered, so we advise you to make your own arrangements if insurance is required.
- Visitors are advised that they are not permitted to publish or make available to the public, images in any format, whether static or moving, of the staff or volunteers of the trust or any organised activities, unless express permission has been granted in writing. Permission can be obtained by emailing info@fact.org.uk

For a school / group booking

- In the event of reduced numbers attending the course, the minimum group fee will be payable.
- Fully completed individual booking forms (FACT 4s/g) must be dispatched with the balance of fees (if possible a single cheque) at least four weeks before the booking.

Fellowship Afloat Charitable Trust

**The Sail Lofts
Woodrolfe Road
Tollesbury
Essex CM9 8SE**

TELEPHONE

**Office: 01621 868113
Centre: 01621 869779**

FAX

01621 869771

E-MAIL

info@fact.org.uk

WEB SITE

www.fact.org.uk

Fellowship Afloat Charitable Trust is a limited company registered in England and Wales.
Company No. 3264887 Charity No. 1059143

