

Name of school: \_\_\_\_\_

Booking dates: \_\_\_\_\_ Arrive: 11 am Monday - Depart: 10 am Friday

Name of accompanying group leader: \_\_\_\_\_

Name of group booking administrator: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please indicate your expected group size:  
(maximum = 36)

Age range of pupils: \_\_\_\_\_

Brief description of group: \_\_\_\_\_

\_\_\_\_\_

Brief objectives for your school booking: \_\_\_\_\_

\_\_\_\_\_

I enclose deposit of £750.00 (inclusive of VAT)

*Please make cheques payable to Fellowship Afloat Charitable Trust*

Minimum group fee: £6,168.75 (inclusive of VAT) (25 x pupil fee) (Mar - Oct)  
£4,406.25 (inclusive of VAT) (25 x pupil fee) (Nov - Feb)

*I have read and accept the booking conditions detailed overleaf and confirm receipt of the Fees Tariff (FACT 1) / Teacher's Briefing (FACT 3s) / Travel Directions (FACT 5) / Accommodation Plan (FACT 6) School journey briefing and Statement of Safety Policy.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of this form will be returned to acknowledge the booking.*

Fellowship Afloat hereby confirms the above booking:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Booking Ref: \_\_\_\_\_

(Please quote on all correspondence)

## **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](mailto: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](mailto:info@fact.org.uk)**

### **WEB SITE**

**[www.fact.org.uk](http://www.fact.org.uk)**

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



watersports

