



GROUP BOOKING FORM 2021 (FACT 2g)

The information you provide on this form will be used to facilitate your booking and to contact you about it. See overleaf for more details about how we protect your privacy.

Name of Group:

Booking dates: Arrive: 8pm Friday - Depart: 4pm Sunday

Name of accompanying group leader:

Tel: Mob: Best contact times:

Name of booking administrator:

Address:

Postcode:

Tel: Mobile:

Email:

We would love to keep you informed about what's going on at FACT. If you'd like to receive our annual newsletter, please tick here You can change your mind at any time by emailing info@fact.org.uk

Please indicate your expected group size:

(Max. 36)

Age range of group:

Brief description of group:

Deposit:	£500.00 inclusive of VAT
Minimum Group Fee:	£3,075.00 inclusive of VAT (25 x fee per person) Weekend Mar-Oct
Minimum Fee	£2,475.00 inclusive of VAT (25 x fee per person) Weekend Nov & Feb

Our preference is payment by direct bank transfer for both the deposit and balance to:

Account: Fellowship Afloat Charitable Trust Sort Code: 20-97-40 Account No: 70373990

I confirm deposit has been paid by direct bank transfer OR I enclose deposit cheque for £500.00
Please use your group name as the reference if paying by direct bank transfer

I wish to pay the deposit by credit/debit card Please contact the office (number overleaf) during normal working hours and we will take payment over the phone.

Minimum balance of fees will be invoiced 8-weeks before arrival.

I have read and accept the conditions of booking (see over) and confirm receipt of the Group Booking Info, Travel Directions, Accommodation Plan 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

GROUP BOOKING FORM (CONTINUED)

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 (which must be in writing), for whatever reason, the deposit is forfeited.
- The balance of fees must be paid six weeks before the start of the booking. If you cancel your booking, for whatever reason, less than 12 weeks before arrival, 60% of the minimum group fee is due; if less than six weeks then minimum group fee is 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; unless the cancellation is due to circumstances outside of FACT's control (e.g. Force Majeure).
- Should you have a change in circumstances, do contact the FACT office immediately; we will do all we can to accommodate your needs.
- FACT is covered by public liability insurance which indemnifies the Trust in the event of an 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.
- FACT has a Privacy Policy which can be found at www.fact.org.uk/privacy-policy or upon written request. Your data will be used and stored in accordance with this policy.
- 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.
- Some FACT activities can be physically demanding. Participants should ensure that they have adequate fitness for the activities planned. FACT is keen to include everyone & will make every effort to adapt activities so all can participate safely.
- If conditions are unsuitable for the safe running of an event or activity, FACT will endeavour to offer a practical alternative to the advertised course or planned programme.
- A safety briefing will be given to all those attending an event at FACT. Participants are required to comply with that briefing & the rules of the centre during their visit.

For school / group booking

- In the event of reduced numbers attending, the minimum group fee will be payable.
- Under the terms of the booking agreement, fully completed individual booking forms for both pupils/group members and accompanying staff/leaders must be received four weeks before the booking.



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Fellowship Afloat Charitable Trust
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