



# GROUP MEMBER BOOKING FORM (FACT 4s/g)

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 School/Group: .....

Date of visits: .....

Name: .....

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

Address: .....

..... Postcode:.....

Tel. / Mobile: ..... Email:.....

Next of kin:..... Relationship:.....

Home No:..... Mobile No:.....

Please choose what you'd like to stay up to date with: Annual Newsletter  FACT Events & Courses   
 How would you like to receive it? Post  Email   
 Enjoyed the photos/videos on our website? Please help us promote the centre by consenting to appear in future material  *You can update your preferences at any time by emailing [info@fact.org.uk](mailto:info@fact.org.uk)*

Have previous experience of/qualifications in sailing/powerboating or other relevant outdoor activities? Tell us about it here.

**Health Declaration:** *We need the following information to ensure you have the best stay - we will take extra care of it. I consent & understand you need my medical & dietary information to keep me safe during my stay; that it will only be used for this purpose and; will be retained for as long as necessary to comply with FACT's legal obligations*

Please state any dietary requirements:

Please give full details of any medical conditions and medication including any behavioural issues - *written permission is required for staff to administer medication, please indicate dosage instructions.* Please use a separate sheet if required.

Please list any allergies:

I have read and accept the conditions of booking (see over) and confirm that the applicant is fit to participate in the course and all centre activities. Where water-based activities are planned, I confirm that the applicant is confident in the water wearing a buoyancy aid. Should emergency medical treatment be required during the stay, I will accept the judgement of a qualified medical practitioner. I have also considered the need for insurance and will inform the centre of any changes to the information provided prior to arrival.

Signed (applicant) ..... Date .....

\*Signed (parent/guardian)..... Date .....

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

the spirit of adventure

# GROUP MEMBER BOOKING FORM (CONTINUED)

## Conditions of booking

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- FACT has agreed this booking with your school or group leader. Please be aware that:
- The balance of fees is payable to FACT six weeks before arrival.
- Fully completed group member booking forms for each person in the group must be received via the group leader four weeks before arrival.
- If the booking is cancelled by the school or organiser for whatever reason the deposit is forfeited. If the booking is cancelled less than 12 weeks before the start of a course 60% of the full fees are due; if less than four weeks the full fees are due.
- If a booking has to be cancelled by FACT 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 us via your group organiser. We will do all we can to accommodate your needs.

### Photographs

- 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).
- If you later withdraw consent for publicity material, it will not be possible to remove your image from any material in circulation. By agreeing to your images being used, you agree to assign any copyright or any other right or ownership of these images to FACT.

### For school / group booking

- In the event of reduced numbers attending, the minimum group fee will be payable.
- Fully completed booking forms for each pupil/group member and accompanying staff/leaders must be received four weeks before arrival; and the balance of fees received six weeks before the booking.
- Some FACT activities can be physically demanding. Participants should ensure that they have adequate fitness for the planned activities. FACT is keen to include everyone & will make every effort to adapt activities so all can participate safely.
- Suggested kit list available from your school / group, or also available on our website at [fact.org.uk/kitlist](http://fact.org.uk/kitlist).
- 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.
- FACT has a Privacy Policy which can be found at [www.fact.org.uk/data-privacy-policy](http://www.fact.org.uk/data-privacy-policy) or upon written request. Your data will be used and stored in accordance with this.

### Holiday insurance

- 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 accidents and property loss for visitors are not covered, so we advise you to make your own arrangements if insurance is required.

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