



# INDIVIDUAL BOOKING FORM (FACT 2i)

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.

**Applicant name:** .....

**Name of RYA Course/Activity:** ..... **Course Dates:** .....

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

**Address:** .....

..... **Postcode:** .....

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

**Next of kin** Name: ..... Relationship: .....

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

Please state any dietary requirements:

Please list any allergies:

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.

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

- **Please could you help us?** We use photos / videos on our website and brochures to illustrate what a visit to FACT looks like. If you consent to appear in future material, please tick.  **I consent**
- Want to receive updates about FACT events, courses & our annual newsletter?  Yes please

*You can update your preferences at any time by emailing [info@fact.org.uk](mailto:info@fact.org.uk)*

**Payment:** A deposit is required to secure your booking (£50 w/e or £75 for 5+ days). Balance of fees is due 4 weeks prior to your visit. Our preference for payment is by direct bank transfer to:

- Account: Fellowship Afloat Charitable Trust Sort Code: 20-97-40 Acc. Number: 70373990
- OR** to pay by credit/debit card, please contact the office.

*Please tick to indicate method of payment*

**Declaration** - by signing below you agree to the following:

- 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.
- I consent & understand FACT will use the medical & dietary information to keep me safe during my stay; that it will only be used for this purpose and; will be retained only for as long as necessary to comply with FACT's legal obligations. Should emergency medical treatment be required during the stay, I will accept the judgement of a qualified medical practitioner.
- I will inform the centre of any changes to the information provided prior to arrival. I have also considered the need for insurance.

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

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

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

# INDIVIDUAL BOOKING FORM (CONTINUED)

## Conditions of booking

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### General

- 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 four weeks before the start of a course. If you cancel your booking, for whatever reason, less than 12 weeks before arrival, 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 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 activities can be physically demanding. Participants should ensure that they have adequate fitness for the activities planned. Please note, for high ropes, there is a maximum weight limit of 120kg (18.8 stone) - please inform the FACT office if the applicant exceeds this. FACT is keen to include everyone & will make every effort to adapt activities so all can participate safely.
- 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.

### Lost property

Please contact the FACT office within four weeks regarding lost property. After one month, any unclaimed items will be disposed of responsibly.

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

### 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 image being used, you agree to assign any copyright or any other right or ownership of these images to FACT.

### Privacy

- FACT has a Privacy Policy which can be found at [www.fact.org.uk/privacy-policy](http://www.fact.org.uk/privacy-policy) or upon written request from the office. Your data will be used and stored in accordance with this policy.
- For RYA courses, we may be required to share some of your details with the RYA, for the purpose of issuing & registering certificates.

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### Fellowship Afloat Charitable Trust

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

01621 868 113

[info@fact.org.uk](mailto:info@fact.org.uk)  
[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