



# Adur Outdoor Activities Centre

Brighton Road, Shoreham-by-Sea, West Sussex, BN43 5LT

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[www.aoac.org.uk](http://www.aoac.org.uk)

[adur.outdoor@westsussex.gov.uk](mailto:adur.outdoor@westsussex.gov.uk)

Office use only:

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

Issue Date: \_\_\_\_\_

## **GROUP BOOKING FORM**

*\*Must be filled in!*

<b>ORGANISER'S NAME*</b> :	
ORGANISATION NAME:	
<b>ADDRESS*</b> : <small>Used to send confirmation</small>	
POSTCODE*	
EMAIL:	
TEL. No.*:	MOBILE:
<b>In Case of Emergency Contact*</b> :	
Name*:	Number*:

<b><u>ACTIVITIES / FACILITIES REQUIRED*</u></b>	<b><u>DATES*</u></b>	<b><u>TIMES*</u></b>	<b><u>Price:</u></b>
<b>Total</b>			

### **GROUP INFORMATION**

Age group	Number of people		Age group	Number of people	
	Male	Female		Male	Female
8yrs			16-19yrs		
9-10yrs			19-25yrs		
11-12yrs			25+ yrs		
13-15yrs			STAFF		
<b>Total No. of Participants*(Male &amp; Female):</b>					

**BACKGROUND/OTHER INFORMATION**  
(i.e. special needs/behavioural issues etc needing consideration for the staffing & running of the session):

Please identify on the names list any participants who do not want their photo taken. Tick this box if this applies to any (even 1 person)

<b>Payments Method:</b>	Cheque <input type="checkbox"/> <i>Payable to AOAC</i>	Card <input type="checkbox"/> <i>Please call the Centre</i>
To be invoiced: <input type="checkbox"/>		
<i>Please advise on name and address if different to the above details</i>		

## GROUP BOOKING CONDITIONS

### **Groups must be aware and adhere to ALL Centre policies where applicable.**

This booking form does not guarantee the booking. We retain the right to cancel the booking at anytime (with good reason). When we receive the booking form the activity is not set until confirmation is sent by us to you. Once confirmation is sent, we may still need to amend or change the booking depending on circumstances (in these cases you will be kept informed).

The booking form must be sent in with the deposit or full payment (unless previously agreed otherwise).

On receipt of the group booking form we will send out an invoice, which must be paid within 1 month of sent date or by the date of activity, whichever comes first.

### **Process**

- Decide on a course/package appropriate to the groups/your needs and ability.
- Call the Centre to check date availability and to provisionally book onto the course/session/package.
- Once provisionally booked you have 7 days to return the booking form with 20% deposit if no invoice is required.
- Once the booking form is received at the Centre, the activity/ies will be confirmed by an invoice being sent.
- You then have up to 60 days to pay for the booking unless the activity/session is before the 60 days in which payment must be made by the activity date.

AOAC reserves the right to refuse entrance to the course or session if any of the Centres conditions are not met and no refund will be given in these circumstances.

On receipt of your booking form and payment AOAC will send you confirmation of your booking. (Please see below regarding cancellation of course).

If you have any queries concerning the bookings process, please call the Centre on 01273 462928.

### **Cancellation**

- If you cancel with more than 2 weeks to the date of activity, you will receive a full refund.
- If you cancel within 2 weeks prior to your booking, you will only receive the deposit back.
- If you cancel within 3 days of the booking, you will not receive any refund (exceptional circumstances accepted).
- In the case of non-attendance, refunds will only be considered with production of a medical certificate or other exceptional circumstances.
- AOAC reserves the right to alter the venue, time and/or date in view of inclement weather, adverse tidal or any other unforeseen conditions.
- If AOAC cancels due to weather, tidal, water or other unusual conditions which make it unsafe to participate in the activity then the course fee will be refunded or a credit given against a future session.

### **Accommodation**

The Centre has 18 official beds, plus 2 spare beds.

The Centre provides bed sheets and pillow cases only. You must provide duvets or sleeping bags.

When hiring the residential unit, you hire the kitchen and function room as well.

Check in time must be after 12midday.

Check out time must be before 12midday. Unless otherwise agreed.

Please ask to see residential rules on inspection of the residential if you wish to know further details.

All residential rules and regulations must be adhered to. Any breakages will be invoiced for.

### **The Centre would like to draw the attention of the group leader (i.e. the person signing below and accompanying the group on this booking) to the "West Sussex County Council Regulations and Notes of Guidance for Off-Site Activities"**

Please read the statement below and sign to that effect:

a) It is the Group Leader's responsibility to ensure that all group members are in sound physical health and capable of participating in the activities. If participating in water activities, participants can swim 25 meters in light clothing\*, are water confident and that **the Leader has obtained parental consent for all minors (under 18 years of age)**.

b) The Group Leader agrees to abide by such regulations as the Centre or its representatives may consider advisable in order to secure the safety of those taking part in the course. The Group Leader will submit relevant medical and other relevant details of all group members which may affect the organisation of the activities (including details of participating Leaders), prior to commencement of activities (see attached sheet).

c) The Group Leader accepts that the Centre and its representatives, whilst taking all reasonable care, can accept no responsibility for any loss or damage to property, or for any personal injury arising out of the activity unless they are deemed to be negligent. Participants (or parents, in the case of under 18 years old) should be advised that participation in adventurous activities does carry some risk of injury. Our staff are trained and qualified to run these activity sessions and will run sessions in a manner to limit the risk of injury. However participants (or their parents) must accept that accidents and injury may occur. Personal Accident Insurance is not included in the course fees.

d) All wilful damage and losses to equipment are chargeable to the group or its parent organisation.

e) There must always be an appointed adult present and in charge of the group during non-activity time.

f) The Group Leader has read and agreed to the Conditions of Booking.

g) Adur Outdoor Activities Centre reserves the right to cancel bookings, courses or individual sessions if:

(i) Inclement weather, tidal, water or any other unusual conditions make the course or session impractical or unsafe.

(ii) Any unforeseen or other circumstances beyond our control prevail

*In all of the above situations the booking charges will be refunded, or a credit given against a future session.*

Please sign to agree to the above and to agree that you have read and will abide by all the Centre's terms and conditions.

**Group Leader's signature:** .....

**Name (PRINTED)** .....

**Date:** .....

### **SELF INSTRUCTED SESSIONS:**

I have the relevant up to date qualifications for the activities I will be delivering and will provide AOAC with my current in date 1<sup>st</sup> aid certificate, a copy of an insurance certificate and my qualification documents as evidence for their records. I am signing to agree to having read all risk assessments and Centre policies regarding this activity and that I will adhere to them at all times.

**Own Instructor signature:** .....

**Name (PRINTED)** .....

**Date:** .....

Cheques payable to Adur Outdoor Activities Centre (or AOAC)

\* Please note that non-swimmers may be accepted on some of the activities. Please discuss at the time of booking.

**CENTRE APPROVAL (signature)**.....

## AOAC Terms & Conditions

### **General**

All groups/Participants must adhere to Centre policies and procedures.

**Please report to reception on each visit before you participate in any activities.** Exercise appropriate and responsible behaviour at all times. Report any **problems/issues** with any **equipment or any inappropriate behaviour of participant or centre user** to a member of staff immediately. Be aware of others around you and how your actions may affect them. Report all incidents/accidents/injuries to a member of staff immediately, not just those requiring medical attention and ensure appropriate paperwork is completed before you leave the building if necessary.

**Please recognise that, as with any activity there is a certain amount of risk by taking part.**

All activities when booked through the Centre are facilitated by appropriately qualified instructors working to the Centre policies, procedures and ratios.

Please refer to the Centre's other specific activity terms and conditions and be aware of any particular rules and regulations for any activity, i.e. climbing & kayaking.

### **Insurance/Liability**

AOAC has public liability insurance and employer's liability insurance.

**PERSONAL ACCIDENT INSURANCE IS NOT INCLUDED IN THE BOOKING/ENTRY FEE.**

It is the group leader's/participant's responsibility to arrange appropriate insurance against cancellation, curtailment, personal accident, personal liability and/or theft.

Nothing contained in these conditions is intended to nor shall limit the liability of AOAC in respect of death or personal injury caused by the negligence of AOAC or of its employees, agents or contractors.

### **Valuables/Personal Property**

AOAC will not be held responsible or liable for the loss of or damage to any personal belongings arising from the booking or participation in any of the activities at the Centre.

Participants may only use personal equipment of such quality acceptable to AOAC staff. Personal equipment used is at the risk of the participant who agrees to indemnify AOAC against any claims, demands, actions and costs for any loss damage or injury suffered by any participant using personal equipment. Specialist equipment is available for use at AOAC unless otherwise stated. This may be at an additional charge.

AOAC's car park is for customer use only. AOAC shall not be held responsible for any loss of damage to any vehicle while it is parked in the Centre's car park and therefore vehicles are parked/left at the owner's risk.

### **Behaviour/Health**

All participants must behave in an appropriate manner and comply with the health and safety policies of the Centre and all requests and/or instructions made by AOAC staff. This includes providing appropriate information and details requested i.e. medical.

Please ensure you provide details of any medical conditions which may affect the participant during the activities in the space provided on the booking forms. Any information withheld which leads to problems with the participant will result in the Centre not being held liable.

Please also ensure the Centre instructor is made aware of any specific needs or requirements e.g. allergies, medication etc if necessary during a session.

AOAC reserves the right to challenge any unsafe practice and/or inappropriate behaviour. Any person who in the opinion of AOAC is jeopardising the safety of themselves or anybody else will be removed from the session/asked to leave.

In this event no refund will be provided.

Please ensure all participants are dressed appropriately for the selected activities (kit lists available on request), and have a change of clothes if necessary.

### **Force Majeure**

AOAC will not be liable to pay any compensation if we are forced to cancel or change any aspect of the booking/course due to circumstances beyond our control which we or our suppliers could not have reasonably foreseen or forestalled. Such circumstances include, but are not restricted to, industrial disputes, natural disasters, fire and bad weather etc.

### **Photos**

Photographs may be taken during activities for the Centre's advertising and marketing purposes ONLY. If you do not wish you or your child to have your photo's used in this way please let the Centre know and tick the appropriate box on the booking form. If you wish to take personal photos, please check with one of the Centre's senior staff members for permission.

### **Complaints**

Should you have a complaint about anything at the Centre please put it in writing to the Manager.

### **Data Protection**

For the purposes of the Contracts (Rights of Third Parties) Act 1999 nothing in these conditions shall confer on any third party any benefit or the right to enforce any of these conditions.

Except as set out in these booking conditions, all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from this contract.

The above details are provided for the purposes of this booking only and will be held on a computer and other filing systems in accordance with the Data Protection Act 1998 and will not be sold or passed onto any third parties-unless required to do so by law.

### **No smoking**

It is illegal to smoke **anywhere** within the building and compound. Please use designated area if necessary.

### **Our duty of care:**

AOAC's terms & conditions are not intended to limit your enjoyment of the activities/facilities. It is part of the duty of care that we as the operators owe to you, the customer/participant by law. As such they are not negotiable and if you are not prepared to abide by them then the staff must politely ask you to leave.

### **Your Duty of care:**

You also have a duty of care to act responsibly towards other users of the Centre. Statements of 'good practice' are posted around the Centre adjacent to the relevant facilities. These describe the accepted methods of use and how customers/participants would normally be expected to behave towards each other.

## YOUTH / SCHOOL / COLLEGE GROUP ACTIVITIES PLANNING SHEET

Completing this sheet is optional, but it may help us to better achieve your aims & objectives for your group in participating in these activities. Please fax, post or email to the Centre with your booking form.

DATE:	GROUP / ORGANISATION:	LEADER / TEACHER:
TIME:		

ACTIVITY <small>(Please state which activity undertaken)</small>	AIMS & OBJECTIVES FOR THE SESSION		
	Areas of social & personal development	Tick those that apply	Comments
	Take responsibility, co-operate with others and work effectively as a team		
	Engage in planning, decision-making and application of problem-solving skills		
	Leadership: Take the initiative and lead & motivate others during an activity		
	Assessment and management of risk to self, other participants & equipment		
	Increased environmental awareness		
	Develop interpersonal & communication skills		
	Personal motivation. Willingness to participate & show a flexible approach & commitment		
	Review & assessment of session		
	Other areas of development		



**GROUP MEDICAL & OTHER RELEVANT INFORMATION**

**It is the group leader's responsibility to get written consent from all participants (parents/legal guardians if under 18) prior to taking part in activities at AOAC.**

Please enter all medical conditions, medicines taken (including inhalers), and details of individuals' abilities (including Staff if participating) that may affect the safety or the organisation of the activities.

First Name	Last Name	Date of Birth	Medical Information	Other Relevant Info
1.		/ /		
2.		/ /		
3.		/ /		
4.		/ /		
5.		/ /		
6.		/ /		
7.		/ /		
8.		/ /		
9.		/ /		
10.		/ /		
11.		/ /		
12.		/ /		
13.		/ /		
14.		/ /		
15.		/ /		
16.		/ /		

**AOAC FEEDBACK / EVALUATION FORM-**

**DO NOT SEND IN WITH FORM.**

**To be completed after activities and returned to the centre (address below)**



Your Name (optional):	Instructor Name:
Group / Organisation Name:	Course / Activity:
Date:	AM / PM / Evening (delete accordingly)

COURSE / ACTIVITY						Comments				
	EXCELLENT	GOOD	FAIR	POOR	VERY POOR					
Booking procedure / administration										
Course content										
Met your requests / expectations / anticipated outcomes?										
Group / individual participation & involvement										
Achievement of group / individual										
<b>INSTRUCTOR / COACH</b>										
Introduction and appropriate information (e.g. fire procedure / health & safety)										
General overview of session delivery										
Adaptation to group needs and requirements										
Professionalism and quality of instructor / coach										
Please Circle number relating to your overall experience of / at AOAC.	Excellent 10	9	Good 8	7	Fair 6	5	Poor 4	3	Very Poor 2	1
Any other issues or general feedback (please continue overleaf if required):										

**Please return to: AOAC, Brighton Road, Shoreham, West Sussex, BN43 5LT**