

ADUR OUTDOOR ACTIVITIES CENTRE (A.O.A.C.)

BOOKING CONDITIONS

1. For water-based courses, all course participants must be able to swim a minimum of 25 metres in light clothing. Participants for all courses must be of the age and ability stated on the programme, and must declare any medical condition, disability and medication used, on the booking form. A.O.A.C. reserves the right to refuse entrance to the course or session if these conditions are not met, and no refund will be given in these circumstances.

2. A.O.A.C. reserves the right to cancel 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 circumstances prevail.

In all of the above situations the course or individual session fee will be refunded, or a credit given against a future session.

3. BOOKINGS WILL ONLY BE ACCEPTED WITH PAYMENT IN FULL.

4. In the case of the course applicant's non-attendance at a course or session, refunds will only be considered either on production of a medical certificate or in other exceptional circumstances.

5. A.O.A.C. reserves the right to change the venue in view of weather, tidal, water or any other unforeseen conditions prevailing.

6. In the case of a course applicant bringing their own canoe, kayak, or mountain bike A.O.A.C. reserves the right to insist that one of their own craft or bikes be used if in their opinion the canoe, kayak or bike brought along is unsafe or unsuitable.

7. Neither A.O.A.C., nor its agents or representatives, whilst taking reasonable care, can accept any responsibility for any loss or damage to property, or for any personal injury arising from the activity, unless they are deemed to be negligent. *Personal accident insurance is not included in the course fee.*

**BOOKING PROCEDURE**

1. Decide on a course appropriate to the participants' level of ability.
2. Fill out application form and post with correct remittance payable to A.O.A.C.
3. On receipt of application your place will be reserved. If you wish to have confirmation of your booking could you please include a stamped, addressed envelope for reply, or alternatively phone for confirmation.
4. If the course is full we will telephone you to see if an alternative is acceptable. If not, your remittance will be returned or credit held against a future session.
5. We regret that telephone reservations will not be accepted.
6. Please phone if you have any queries regarding the right course, or would like further details.

ADUR OUTDOOR ACTIVITIES CENTRE (AOAC)

BOOKING FORM (individuals)

(IN BLOCK CAPITALS)

NAME: \_\_\_\_\_ Date of Birth: / /

ADDRESS: \_\_\_\_\_ Male/Female

POSTCODE \_\_\_\_\_

TEL.NO. (day) \_\_\_\_\_ (eve) \_\_\_\_\_

Email: \_\_\_\_\_

*IF YOU DO NOT WISH TO RECEIVE EMAILS. PLEASE LEAVE BLANK*

IN CASE OF EMERGENCY CONTACT: (must be filled in)

NAME \_\_\_\_\_ TEL NO: \_\_\_\_\_

COURSE No(s): \_\_\_\_\_

COURSE DATES: \_\_\_\_\_

*Please make cheques payable to:*

REMITTANCE £ \_\_\_\_\_ *Adur Outdoor Activities Centre or AOAC*

Please give details of medical conditions, disabilities that the course participant has and details of any medication used (including inhalers) below:

Please sign to the agreement(s) below:

For all courses: "I agree to the conditions of booking overleaf including the use of recognisable photographic images of the participant being used for publicity purposes including on the Centre website" Please tick box if you do not want photo's being used for this purpose

For water-based courses: "I confirm that the course participant can swim a minimum of 25 metres in light clothing" (We can accept non-swimmers on some water-based courses, please enquire at the time of booking).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(by parent or guardian for junior booking)

Send to: Adur Outdoor Activities Centre, Brighton Road, Shoreham-by Sea, BN43 5LT. Tel: **01273 462928**