



# Activity Booking Form 2022

## Activity Details

Organisation:	Email Address:
Address:	
Postcode:	Contact Number:
Activity:	Activity Price:
Activity Date(s):	
Number of participants:	Age range of participants:

### Notes:

Each Party Leader will need to bring a completed Group Monitoring Form for each session and hand it to a Horizons staff member on arrival. This allows us to keep an accurate record of who we take on the water and if there any medical or other reasons why individual participants believe they may require some special consideration.

The party leader will need to sign the declaration on the Group Monitoring form, which reads as follows:

If there any medical or other reasons why the participant believes they may require some special consideration, please provide details in the Further Information Section. e.g. Do we need to know about any SEN coping strategies, or any medical information?

Please call us in advance if you are think that any information that has been declared will impact upon the person's ability to take part. We may just need to consider the most suitable way of getting them afloat.

I declare to the best of my knowledge that these people are confident in water and fit to participate in sailing activities, and we have listed any relevant information in the section provided.

We have prepared a parental consent form to help gather the necessary details.

The forms are available on the Procedures and Forms page of our [website](#):

**Please read the terms and conditions overleaf before signing.**

I confirm that I am over 18 and have read the Terms and Conditions relating to this booking and am signing to accept them.

Signature on behalf of Organisation:	Date:
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**Once completed, please retain a copy of this form and return the original to Horizons (Plymouth)**

<b>Notes:</b>
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### Horizons Use Only

Booking Taken by:			Date of Booking:	
Invoice Number:			Invoice Date:	
Payment Information	Date	Amount	Payment Method	Payment Reference
Deposit Taken				
Balance Due				

## **Terms and Conditions**

### **Booking**

Bookings can be taken over the Phone, or in person. Payment can be made either with cash or by cheque, made out to *Horizons (Plymouth)*.  
*Payments by BACS can be arranged.*

**Individual Activities:** Following confirmation of availability, a provisional place will be held for 7 days. Full payment must be sent with the booking form and a receipt/letter will be sent to confirm your place.

**Group activity booking:** On confirmation of availability, a provisional booking will be held for 7 days. Bookings made within 4 weeks of your event must be paid in full at the time of booking. Outside 4 weeks, a non-returnable deposit of 25% of total costs must be sent with your booking form. Your booking will be confirmed in writing within 7 days of receipt. The full balance must be paid 6 weeks prior to your event. Horizons (Plymouth) reserve the right to cancel your booking and retain your deposit, if the balance is not received within 6 weeks of your event. The person making the booking will be regarded as the Group Leader and, as such, they, or their organisation, will be responsible for all payments due in respect of the group booking. Any extra costs incurred at the time of the event can be paid for at the time or will be invoiced within 7 days.

### **Cancellations**

We recommend that you take out insurance to cover yourself or your group against loss or damage to personal possessions, unavoidable cancellations or personal accident or illness beyond your control.

**Cancellation by you:** Cancellations must be in writing and will date from the day received by Horizons (Plymouth). For a cancellation made more than 4 weeks before the start date, the deposit will be retained and any balance paid will be returned. For a cancellation made within 4 weeks, all payments will be retained and any outstanding balance will still be due unless we are able to re-let your booking. It may be possible to transfer onto another course, or to another mutually agreeable date. All refunds and transfers are subject to a 10% administration fee.

**Cancellations by us:** Every attempt will be made to ensure that your course or event actually runs. However, Horizons (Plymouth) reserves the right to cancel our provision should circumstances dictate, including where numbers fail to meet a workable minimum. In this unlikely event, you will be offered transfer to an alternative date or a full refund.

**Weather limitations:** When an event is cancelled due to adverse weather conditions that would affect safety, this is likely to be at short notice (possibly on the day of the event itself), an alternative mutually agreeable date will be offered but no refund will be given.

**Resource limitations:** in the event that Horizons is unable to run an event or course due to essential equipment or vessels being unavailable for whatever reason, we will attempt to re-schedule the activity. If this is not possible a full refund of monies paid will be made. Horizons liability will be limited to the refund of monies actually paid.

### **Safety and equipment**

We place very high importance on your safety while you are with us. You will be supervised by suitably qualified staff or volunteers. You will be provided with personal protective and safety equipment for your comfort and safety.

You are expected to take every reasonable care of craft and equipment owned or operated by the Horizons (Plymouth).

Any damage or loss must be reported promptly. Any damage resulting from deliberate misuse or personal negligence will be charged for.

In the unlikely event of an accident, Horizons (Plymouth) carries £5,000,000 Public and Liability Insurance.

In the interests of safety for individuals and groups, activities operating from Horizons (Plymouth) must observe our Code of Conduct which is available from the office or our website. When using our equipment, we reserve the right to manage your activity in the light of prevailing weather conditions and the ability of your group.

### **Conduct while participating in activities**

**Groups -** All adults accompanying a group agree to be responsible for the behaviour, discipline, parental care and supervision of their own party.

Adult groups and individuals are expected to use the facilities with consideration of other members of the public.

Horizons (Plymouth) reserves the right to ask individuals to leave Horizons (Plymouth) if their behaviour is deemed inappropriate.

Horizons (Plymouth) reserves the right to cancel or refuse to accept any booking.

Horizons (Plymouth) operates a zero tolerance policy regarding drugs and the inappropriate use of alcohol.

Horizons (Plymouth) is non-smoking throughout.

Any wilful damage caused to Horizons (Plymouth)'s fabric or equipment will be charged for.

### **Awards and Qualifications**

We cannot guarantee that you will achieve your qualification but any successfully completed sections will be signed off and can be completed at a later date after further practice.

### **Activity requirements**

All participants should be 8 years old or over or must be accompanied by a participating adult. We ask that you complete the necessary paper work, and declare any medical conditions that may affect participation in activities managed by Horizons (Plymouth).

### **Changes to the Terms and Conditions**

Horizons (Plymouth) reserves the right to amend these conditions and prices at any time without prior notice.

These conditions are correct as of January 2022