

GROUP BOOKING REQUEST FORM

Please complete, sign and return to:
 Kingsbury Water Park Outdoor Education Centre
 Bodymoor Heath Lane, Sutton Coldfield. B76 9JB



Group Leader(s) Details		Invoicing Details (If applicable)		
Title: (Mr/Mrs/Ms)		Title: (Mr/Mrs/Ms)		
First Name:		First Name:		
Surname:		Surname:		
Postal Address:		Postal Address:		
Postcode:		Postcode:		
Telephone No. (with dial code)		Telephone No. (with dial code)		
Mobile No.		WCC internal Invoicing (Res. officer code):		
Email Address:		Email Address:		
Activity(s) Required – (Tick as Appropriate)		Group Information		
Dinghy Sailing		Organisation/Group Name:		
Windsurfing		Total No. of Group Participants:		
Kayaking		Age Range of Group Participants:		
Open Canoeing		Total No. of Staff Participants:		
Improvised Rafting		Total No. of Staff Non- Participants:		
Off Road Cycling		Group Ratio		
Rock Climbing		Male:	Female:	
Abseiling		Staff Ratio		
Hill Walking		Male:	Female:	
Mountaineering		Special Needs		
Caving				
Orienteering				
Archery		Disabilities:	Yes No	
Initiative/Team Building Exercises		If yes please give details:		
Navigation Training				
D of E Expedition Training				
RYA Qualification Courses				
BCU Qualification Courses		Do any participants have religious requirement:		
Corporate Team Building		Yes	No	
		If yes please give details:		
Booking Dates Required	Session Times Required			
	Start Time	Finish Time		
			Transportation Requirements	
			Yes	No
			If yes please give details:	
			Food/ Drinks Requirements	
			Yes	No
			If yes please give details:	
Session(s) Aim/Objective(s)				
Please give details:				
		Facility Hire		
		Yes	No	
		Meeting Room (12 people Max)		
		Function Room (35 people Max)		
		Exclusive use of Facility		

Booking Terms and Conditions:

Please be aware that our minimum group size is for 8 participants. This means that you will be invoiced for a minimum of 8 participants regardless of the group size attending.

All groups wishing to book courses/activities should contact the centre by telephoning 01827 872461 to check availability

Once provisional details have been agreed, your booking will be entered onto our system. A booking form and relevant group booking information will be sent out via email or post.

On receipt of the group booking form, please complete all sections, sign, date and return to the centre via post or fax at least five weeks prior to the activity commencement date. On receipt of the signed group booking form, we will secure the booking on our system and send confirmation to you via email.

Invoiced group bookings

Four weeks prior to the course/activity commencement date the invoice will be raised, based on the information submitted via the group booking form. It is important that the centre is notified of any variation to group numbers prior to this time, as once the invoice has been raised, no amendments can be made regardless of the actual number attending the course/activity. When a group booking form has not been received by this date, an invoice will be raised against the original booking details held on the system.

Cheque/cash payment

All cheque/cash payments should be received by the centre four weeks prior to the course/activity commencement date.

All cheques should be made payable to 'Warwickshire County Council' and sent to the address below.

Cancellation of Bookings:

All cancellations must be in writing and acknowledged by the centre.

Where cancellations are made less than 4 weeks prior to the start date, full payment will be required.

Kingsbury Water Park Outdoor Education Centre (OEC) reserves the right to cancel any course/activity, where it believes on reasonable grounds that cancellation is necessary due to dangerous and/or unsuitable conditions. We will endeavour to offer alternative dates where requested or a full refund will be given.

Safety:

Outdoor adventurous activities take place in varied natural environments where there are natural hazards and risks to manage. Whilst every effort is made to maintain a high standard of care, risk can never be totally eliminated. Groups participating in courses are expected to comply with all safety guidance and instructions given by Kingsbury Water Park OEC and its staff.

Fitness:

Groups participating in courses/activities must expect to be involved in adventurous and sometimes strenuous activities. Although prior experience and/or training are not necessary on courses/activities groups are expected to be in good general health. Any relevant medical conditions/dietary requirements must be disclosed on the enclosed "Participant Information Summary Sheet". Any group members requiring prescribed medication must ensure they bring sufficient supplies to cover the duration of the course/activity.

All participants taking part in water activities at the centre are equipped with a buoyancy aid; therefore an inability to swim will not exclude individuals from taking part. However we do ask that you have a certain level of water confidence relevant to the activity.

Personal Insurance:

Kingsbury Water Park OEC is not under any liability what so ever in respect to loss or damage to personal property, not caused by the negligence or default of Kingsbury Water Park OEC staff, its suppliers and employees whilst attending the course/activity.

The Centre is insured for Public Liability/Indemnity. Group participants are advised to take out their own personal insurance cover for accidental injury and cancellation. This is not covered within the course/ activity fees.

Group Leaders Information:

Leaders/staff accompanying groups should carry with them copy's of the adult/parental consent/medical forms for each participant.

The accompanying leaders/staff are responsible for day to day management of the group's behaviour and known medical needs during courses/activities thus allowing the instructor to concentrate on the delivery of the programme. However if the instructor feels that safety is being compromised the course/activity will be stopped until such time as group behaviour can be restored.

Should for any reason the instructor becomes injured or incapacitated the group leaders should resume overall control of the situation and immediately contact the centre via the instructor's radio or a mobile phone.

Photographs:

We occasionally take photos of participants for publicity, including use on our own website/literature, if group members do not wish to be photographed, please raise this with the instructor on the day.

Data Protection Act 1998:

The information provided to us will only be used to process your booking, for mailing list purposes and audit. At no time will the centre disclose your personal details to third parties.

<i>I understand and accept the 'Conditions of booking' as described above:</i>	
<i>Signature of Head/Principle/Party Leader:</i>	<i>Date:</i>
_____	_____

Send this form direct to:

**Kingsbury Water Park Outdoor Education Centre
Bodmoor Heath Lane, Bodmoor Heath,
Sutton Coldfield
B76 9JB
Tel: 01827 872461 Fax: 01827 870189
Email: kwpoec@warwickshire.gov.uk
Website: www.warwickshire.gov.uk/kwpoec**

<u>Office Purposes Only:</u>	
<i>Prov. Booking Taken</i> _____	<i>Info.sent</i> _____
<i>Booking Form Rec'd</i> _____	<i>Confirmation sent</i> _____
<i>Invoice Number</i> _____	<i>Invoice Sent</i> _____

Photocopy this form for others if necessary.



Working for Warwickshire