Activity sessions

BOOKING FORM 2019

**NAME OF GROUP** ...............................................................................

NAME OF CONTACT                ...............................................................................

ADDRESS                                ...............................................................................

                                             ...............................................................................

                                              ....................................POSTCODE..........................

                                TEL  ............................ email  ...............................

**ADDRESS FOR INVOICING** ...............................................................................

                                             ...............................................................................

                                              ....................................POSTCODE..........................

                                TEL  ............................ email  ...............................

**Group sessions (2 hour)**

Please circle time and day

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***time*** | 10:00 – 12:00 | | 1:00 – 3:00 | | | 3:00 – 5:00 | |
| ***day*** | Monday | Tuesday | | Wednesday | Thursday | | Friday |

**Solo and small group sessions (1 hour)**

Please circle time and day

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***time*** | 10:00 – 11:00 | 11:00 – 12:00 | 1:00 – 2:00 | 2:00 – 3:00 | 3:00 – 4:00 |
| ***day*** | Monday | Tuesday | Wednesday | Thursday | Friday |

**Indies session**

|  |  |  |
| --- | --- | --- |
| ***Monday*** | Morning 10:00-12:00 | Afternoon 1:00-3:00 |
|  |  |  |

**Occasional session**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***date*** |  | ***day*** |  | ***time*** |  |

I confirm that I have read the terms and agree to adhere to them

Signed              ...............................................................................

Print name ................................................ Date   ...............................

Terms and conditions

**Group size:**

Up to eight participants. Accompanying staff are included for water based activities.

**Cost:**

Occasional bookings:

£75 for two hour sessions £40 for one hour sessions

Block or term bookings discounted to:

£65 for two hour sessions £35 for one hour sessions

**Payment** is due before the start of the session, or following invoice. For block bookings you will be invoiced quarterly and payment is due with 21 days of invoice.

**Cancellations** are charged at full fees.

The Centre, reserves the right to cancel a booking for whatever reason.  In this case all monies paid to the Centre in respect of the booking will be refunded in full

**Consent forms** must be completed and signed for each participant Service users must be accompanied by an appropriate level of staffing.

**Termination of booking**: four weeks written notice

**Please note:**

QE2 Activity Centre staff are responsible for the safe running of activity sessions.

Visiting staff retain overall responsibility for control of client’s behaviour and have responsibility for health issues.

Visitors are responsible for the cost of repairs made necessary by any damage they may cause