Activity sessions

BOOKING FORM 2022

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

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

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

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

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

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

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

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

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

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

**Session required**

|  |  |
| --- | --- |
| **Day**  |  |
| **Time** |  |
| **Length of session** |  |

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

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

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

Options

**Two Hour Sessions**

**Cost:** Block or term bookings: £70 per session £80 for occasional sessions

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

**One Hour Sessions**

**Cost:** Block or term bookings: £40 per session £45 for occasional sessions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***time*** | 10:00 – 11:00 | 11:15 – 12:15 | 1:00 – 2:00 | 2:15 – 3:15  | 3:30 – 4:30 |
| ***day*** | Monday | Tuesday | Wednesday | Thursday | Friday |

**Indies session**

**Cost:** Block or term bookings: £25 per person per session

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

**Occasional session** Please contact the Centre for availability

**Cost:**  Two hour session £80 One Hour Session £45

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

**Family Activity Experience** Please contact the Centre for availability

**Cost:**  £200 Day session 10:00 – 5:00 up to eight participants

|  |  |
| --- | --- |
| ***date*** |  |

Terms and conditions

**Group size:**

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

***Note: when restrictions ease this will be increased to eight participants.***

**Cost:**

Two Hour Sessions Block booking £70 Occasional £80

One Hour Sessions Block booking £40 Occasional £45

Indies Block booking £25

(*Block booking is 12/13 weeks or School/college term*)

**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.**

**COVID-19:** Staff or service users who have symptoms of Covid-19 should not attend.

Clients who access activities should be fully vaccinated or, if they are not a risk assessment needs to be completed to assess and mitigate any risks to either the individual or the setting. We would be looking to you to ascertain this information prior to attendance.

QE2 Activity Centre’s covid risk assessment is available here: https://qe2activitycentre.co.uk/covid-risk-assessment-1/

**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