

Barton Turf Adventure Centre

Sailing Base, Staithe Road, Barton Turf, Norfolk NR12 8AZ
 Tel: 01692 536411; Email: bookings@btac-services.co.uk



Booking Form for Schools and Groups

Please read the Terms and Conditions overleaf before completing this form to avoid misunderstandings. Please use black ink and BLOCK CAPITALS to complete (or complete using Acrobat "Sign" facility).

Name of group:

Name of leader/responsible person:

Address for correspondence:

Telephone:..... Email:

Dates & Times

Arrival: Date: Likely time:

Departure: Date: Likely time:

Numbers

Approximate number of children (between the ages of 8 and 18) and approximate number of adults:

Children Adults

Accommodation and Catering (indicate numbers or tick as appropriate)

BTAC tents (max 11, 4 beds in each).....[N^o:] Own tents (indicate likely number) [N^o:]

Note: Caravans & campervans may be brought on site only with prior permission and in limited numbers.

BTAC catering.....[] Own catering in own field kitchen []

Activities

We would like the following activities/facilities: (indicate numbers of ½ day sessions and participants e.g. "3 x 15")

Sailing..... [] Open Canoeing []

Improvised Rafting..... [] Orienteering []

~~Archery~~..... [] Team building activities..... []

Night line [] Access to the Marsh Nature Reserve []

Environmental studies equipment ... [] Environmental teaching []

It will be assumed that these activities will be led by BTAC instructors unless you indicate otherwise. Any adults wishing to teach/assist with the teaching of their own group using BTAC equipment must hold current and appropriate NGB instructor qualifications. Please tick here if you have adults who wish to do this, so that we can arrange the additional paperwork. []

I confirm our reservation at Barton Turf Adventure Centre as above. I have read and accept the Terms and Conditions overleaf. I have received an estimated cost from BTAC and enclose a 10% deposit. I understand full payment is required at least 90 days before our arrival date.

Signed: (Group Leader/Responsible person)

Position: Date:

Please return this form, with your deposit, to:
Barton Turf Adventure Centre
Sailing Base, Staithe Road, Barton Turf, Norfolk NR12 8AZ

Group Terms and Conditions

1. Barton Turf Adventure Centre is referred to in this document as 'BTAC'. A 'Booking' refers to a request by a group or individual to hire the campsite, accommodation or activity facilities at BTAC. The 'Group Leader' refers to the individual with whom BTAC deals with in relation to a booking. BTAC will regard the Group Leader as having final responsibility for all matters relating to a booking, including payment of fees. 'The Duty Manager' refers to the BTAC staff member having responsibility for the running of the site at any particular moment. Note: The name of the current Duty Manager is displayed outside the BTAC Office on site. In this document, the masculine includes the feminine and the neuter and vice versa; the singular includes the plural and vice versa.
2. A booking for a camp, accommodation, day visit and/or activity at BTAC can be reserved for four weeks by phone, fax or email. The booking form and deposit must be received within this period for the booking to be confirmed. A receipt confirming the booking will be sent to the Group Leader.
3. All prices exclude VAT at the current rate. Where applicable, VAT at the current rate will be added to fees. (NB at the time of writing, BTAC is not required to charge VAT)
4. The deposit specified must accompany all bookings. This deposit is not refundable.
5. The final payment for a booking must be made 90 days before the visit starts unless arrangements for delayed payment have been made in advance between BTAC and the Group Leader. In such cases, the final payment for a booking must be made by the date agreed.
6. Payments may be made by cash or by a cheque. All cheques should be made payable to 'BTAC Services Ltd' and crossed 'Account Payee only'. Debit and credit cards are not accepted. Receipts will be issued for all payments in respect of bookings. Any cheques returned not cleared by our bankers will be subject to a £25.00 handling charge.
7. Failure to comply with our payment terms may result in your booking being cancelled and the Group Leader being held liable for the total cost. Any alterations in numbers or activities just before or on the day of the visit will be added to the total and a final invoice will be issued to you before the end of your visit. This is payable by the end of your visit.
8. Cancellations must be made in writing to BTAC. The acknowledgement sent by BTAC will state the effective date of the cancellation. In the event of a cancellation by you the following charges will apply:

More than 90 days before commencement date	Loss of deposit
From 90 to 28 days before commencement date	50% of total cost
28 or fewer days before commencement date	100% of total cost
9. The percentages listed above refer to the total cost of the booking. However, the deposit will be forfeited in full even if it should be more than the subsequent total due. Note: You are advised to arrange your own insurance to cover cancellation.
10. BTAC reserves the right to cancel, alter, or delay any camp, course, accommodation or activity where forced to do so by circumstances beyond our control, such as serious illness, staff shortage, severe weather or any other circumstances which would subject BTAC or any of its employees or any of its participants to danger. If we are unable to honour your booking, and cannot offer you an acceptable alternative date, we will refund all payments. We accept no liability for any consequential losses.
11. BTAC reserves the right to send away from a camp or activity any person who in their judgement is found to be unmanageable or a danger to the safety or enjoyment of others. In this event no refund will be given. Any costs and responsibility involved in removing the participant must be borne by the group.
12. BTAC reserves the right to refuse to admit to any camp or activity any individual who in their judgement has in the past been found to be unmanageable or a danger to the safety or enjoyment of others. We accept no liability for any consequential losses by the group or individual.
13. Participants must be physically fit to take part in camps and activities at BTAC and free from any illness or conditions that may render the camp or activity hazardous to them or to others. Group Leaders must notify BTAC of any medical/physical condition of any of the group (e.g. asthma, allergies, epilepsy, behavioural issues etc) four weeks in advance of the visit.
14. Participants in water-based activities must be confident in water, and should be able to swim 25 metres fully clothed. It is the responsibility of the Group Leader to ensure that only those who comply with this rule participate in water activities, and to advise BTAC of any poor swimmers who propose to participate in water activities.
15. Other activities may require the wearing of safety equipment, such as helmets or buoyancy aids. Where such equipment is specified by BTAC, participants must wear it at all times during the activity. Certain activities are only suitable for specific age groups and these age restrictions must be adhered to. BTAC accepts no responsibility when groups fail to adhere to these rules.
16. Some activities are potentially dangerous if not skilfully managed. Safety must therefore be paramount and all participants must accept that the decision of the activity instructor is final and must at all times be accepted by the participants. BTAC will accept no liability for problems arising from failure to accept and/or respond to the authority and instructions of the instructor.
17. BTAC may take photographs, videos, or other media records of participants for training, site security or other purposes without any request being made to the featured parties. Any such material may later be used by BTAC for marketing or advertising purposes without any payment or compensation being offered and without any further request being made to the featured parties, who will not be individually identified.
18. No Liability is accepted for:
 - Loss of or damage to any personal property belonging to or travelling with the members of any group. For example watches, jewellery, cameras or clothing
 - Losses or additional expenses due to delays or changes in travel services, sickness, quarantine, weather, strikes, riots, acts of terrorism, war or any other cause.
 - Personal injury or death of any participants however caused unless by proven negligence of the company.
19. In the event of any damages caused by participants to property or equipment in use by BTAC, except by fair wear and tear, the group will be charged the full replacement cost. Any damages must be reported to a member of BTAC staff immediately.
20. The Group Leader is completely responsible for their group, including safety, pastoral care, behaviour and compliance with BTAC rules and conditions. They must also ensure that their own leaders are suitably trained or qualified and present in the appropriate ratios for self-run activities. We may withdraw use of any of our equipment if we consider it or the conditions to be unsafe.
21. It is the responsibility of the Group Leader to ensure that all areas (including buildings tents and campsites) used by their group are left in a clean and tidy condition at the end of a visit.
22. All information given in any literature produced by or on behalf of BTAC is correct at the time of going to press. It is given in good faith and is intended as a guide to accommodation, camping and activity facilities available and may be altered without notice to suit differing seasonal or other conditions.
23. If you have any complaint during your booking, please notify the Duty Manager. We will do our utmost to find a speedy and satisfactory solution. In the event that you are not satisfied with the solution please complain in writing to Managing Director within 14 days of the end of your booking.
24. For the comfort, health and safety of all concerned, smoking is forbidden throughout the BTAC site and on the boats and canoes.
25. NO alcohol may be consumed during any activities. Alcohol may be consumed during leisure time by persons over the age of eighteen only. Under NO circumstances will anyone under the influence of alcohol be permitted to participate in any activity organised by BTAC.
26. Dogs and other animals must not be brought on site without prior agreement with BTAC.
27. BTAC reserves the right to modify these standard Terms and Conditions without notice.