

**Barton Turf Adventure Centre**  
**Sailing Base, Staithe Road, Barton Turf, Norfolk NR12 8AZ**  
Tel: 01692 536411; Email: [bookings@btac-services.co.uk](mailto:bookings@btac-services.co.uk)



**Activity Booking Form (individual)**

***If this booking is for someone less than 18 years old, a parent or guardian must sign it.***

Activity/Course.....

On (date).....

Participant's Name & Surname .....

Date of Birth..... Sex: (optional - Tick as appropriate).....Male. .....Female

Address.....

..... Postcode.....

Telephone (mobile)..... (landline) .....

Email address .....

Previous experience (if any).....

**Medical details**

Are you (a) currently receiving any medical treatment or (b) have any disability or condition or (c) have any allergies (including food allergies) that might affect your participation in this activity.....  Yes.....  No

If yes, please give brief details .....

Are you confident in water and/or can you swim?.....  Yes.....  No

**Please sign the following declaration:**

I recognise that all outdoor activities involve some degree of risk. I have read understood and agree to abide by the Centre's Health & Safety Rules, and accept that BTAC Services Ltd and their employees and associates are not liable for any loss or injury arising from my participation in this activity. I understand that no money can be returned if I cancel unless I provide a medical certificate. I understand that insurance against personal injury or accident and/or loss or damage to personal property is my responsibility.

I understand that these details will be stored by BTAC Services Ltd, and may also be registered with the Royal Yachting Association or other certificate-issuing bodies. I have read the privacy statement overleaf.

I give permission for photos to be taken during activities and events by BTAC Services Ltd and used for promotional purposes, including social media. (Your name will not be used).....  Yes.....  No

+ I enclose fee of.....please state chosen payment method .....

4 Payment options - Cheques payable to BTAC Services Ltd. – via [www.paypal.co.uk](http://www.paypal.co.uk) to [bookings@btac-services.co.uk](mailto:bookings@btac-services.co.uk) – Card or bank transfer

(Signed)..... Date .....

If this form is for someone under 18 years old, the signature must be that of a parent or guardian, in which case please indicate.....

In an emergency you should contact the following person:

Name & surname..... Relationship.....

Telephone: mobile..... landline.....

***Please return the first page of this form, signed, with your payment, to  
Barton Turf Adventure Centre, Staithe Road, Barton Turf, Norfolk NR12 8AZ.***

***If completing the form on a computer – don't forget to save it first!***

*NB the PDF version of this form may be completed and emailed or a scanned version to [bookings@btac-services.co.uk](mailto:bookings@btac-services.co.uk), making your payment through [www.paypal.co.uk](http://www.paypal.co.uk) to [bookings@btac-services.co.uk](mailto:bookings@btac-services.co.uk)*

## Health & Safety

All outdoor activities involve an element of risk, therefore, for your own and other people's safety and enjoyment please follow our few simple rules whilst taking part in our courses and activities

- **Buoyancy aids** — we will provide a CE Approved buoyancy aid, which must be worn, correctly fastened, at all times on the outside of any other clothing during activities on or immediately next to water.
- **Clothing** — wear sensible clothing (jeans are not appropriate) and bring a change of clothes and footwear, and a towel. If it is windy or cold then a hat and warm jacket or fleece is advisable. If it is sunny bring a hat and sun cream. If it's likely to be wet, bring a waterproof outer layer.
- **Footwear** — always wear correctly fastened footwear appropriate for the activity e.g. flat soled training shoes or plimsolls, not Wellingtons or flipflops. NB: bring a spare pair of shoes for after the activity.
- **Medication** — on arrival inform your instructor if you are undergoing medical treatment.
- **Cuts/wounds** — always cover cuts and wounds before going out on the water or on the marsh.
- **Communication** — If you are cold, uncomfortable, injured or if equipment is damaged or faulty please inform your instructor immediately. Always listen carefully to any instructions given by your instructor or any member of staff.
- **Accidents and incidents** — including near misses, must be reported immediately to your instructor. Inform your instructor before you launch or return to shore.
- **Capsize** — In the event of capsize, stay with your craft and wait for assistance.
- **Toilets and showers** — always inform your instructor before leaving the activity area. Young people should go with a friend rather than alone.
- **Eating/drinking** — is not normally permitted on the water. Always clean your hands before consuming food and drink. If the weather is hot, bring a cold drink, or a hot drink if it's cold. The centre does not provide food. Please bring your own.
- **Smoking** — we operate a no smoking policy.
- **Alcohol is not permitted.** — Staff will refuse you access to the centre if they suspect that you are under the influence of alcohol.
- **Personal possessions and valuables** — **do not leave your personal possessions in the changing rooms.** Valuables should be left at home, or locked in your car out of sight; but they may be handed into Reception at your own risk.
- **Behaviour** — for your own safety and the safety of others please act responsibly at all times. Always be aware of your environment and put safety first.
- For your safety your instructor will inform you of any particular hazards currently on our site.

## Evidence of Identification (PB2, SRC, etc)

For certain courses (e.g. Powerboat Level 2 and above, Short Range (VHF) Radio) the pass certificate is a photocard. Students on these courses **MUST BRING**:

- a) A passport-standard photograph (see <https://www.gov.uk/photos-for-passports>) on plain or photo paper;
- b) Evidence of identity, age, and address, e.g. driver's licence, passport, etc.

## Privacy Statements

1. BTAC will store this form, and your details, either as paper and/or electronically, recording that you have booked an activity, and your agreement to our conditions etc, for a minimum of five years. If you are under 21, this form will be stored for a minimum of five years or beyond the year of your 21<sup>st</sup> birthday, whichever is the longer.
2. If you gain an award, BTAC will record that fact, together with your name, address etc for an indefinite period. In some cases, this information will be shared with the Royal Yachting Association and other certificate awarding bodies.
3. If you have paid for the activity, that fact will be recorded in our accounts, which are stored for at least as long as is necessary for tax and other purposes. Details of your credit/debit card etc are not recorded at all by us, although they may be held by our card payment processing companies (e.g. Worldpay, Paypal).
4. If you are involved in an accident, or require medical treatment, the medical details you provide on this form will be shared with first aiders and other medical staff.
5. Other than as above, BTAC will not share your data with anyone unless legally obliged to.