

# 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 Rally Group Participants

(Please complete in black ink, or, if emailing the form, using Acrobat Reader's "Fill & Sign" feature)

Event/group name .....

Dates: from ..... to .....

Weekends standard arrival for a weekend booking on site (unless pre arranged) is: after 5pm on Friday

Latest departure from site (unless pre arranged) is: 5pm on the Sunday or Monday if a public holiday.

Please check arrival and departure times with your group leader.

#### Contact Details

Name: ..... Email .....

Address:.....

Telephone ..... Mobile .....

#### Boat(s)

Name	Type	LOA	BOA	Can hand-launch Y/N?
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

If you cannot hand-launch then our tractor may be available at charge of £2 per launch or recovery (max 18ft LOA, 8ft BOA). You may NOT take your own car down to the slipway. You can arrange to launch bigger boats at Cox's Boatyard. Broads Authority Tolls will need to be paid extra if not already paid – see [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

#### Accommodation (please list everyone in your family/unit attending)

Name	Age (if not adult)	Own Tent/ Caravan/ BTAC Tent?	Thursday night	Friday Night	Saturday Night	Sunday Night

Standard rate £10.50 per person, own tent or van, per night. (Max 3 'vans allowed on site, ADVANCE BOOKING ONLY) additional Day visitors £4.50 per day. BTAC tent if available £17 per person per night, (min 2 people, max 4 sharing tent).

#### Food (provided by BTAC if agreed in advance by group organiser) (NB Check the rally programme for activities, cruises etc to find out if this is booked for your group)

Indicate number for each meal. If you are catering for yourselves or eating elsewhere leave blank.

Thursday Evening	Friday		Saturday		Sunday		Monday Breakfast
	Breakfast	Evening	Breakfast	Evening	Breakfast	Evening	

Breakfast £8.50; Evening meal (may be a BBQ on Sat) £15.00

Late arrivals – please note the kitchen closes at 8.30pm.

**Please advise of ALL dietary restrictions, allergies, etc otherwise we cannot cater for them!**

.....  
I confirm our reservation at Barton Turf Adventure Centre as above. I have read and accept the Terms and Conditions overleaf: I understand full payment is required on or before our arrival date.

Signed

Date

**Please return the first page of this form, signed, with your payment, to Barton Turf Adventure Centre, Staithe Road, Barton Turf, Norfolk NR12 8AZ, email: [bookings@btac-services.co.uk](mailto:bookings@btac-services.co.uk).**

## 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. A booking form and deposit (as requested) must be received within this period for the booking to be confirmed. The deposit is not refundable. A receipt confirming the booking will be sent to the Group Leader. BTAC is an education site and groups meeting our charitable and education aims have priority booking.
3. Any Rally meets using BTAC as a Temporary Holiday Site (THS) must provide a copy of their 'Camping exemption certificate' and if touring caravans are attending their 'Touring caravan exemption certificate' to BTAC via email or post at least 90 days prior to the meet starting.
4. Organised membership groups or Rally meets should have their own public liability and where appropriate employers liability insurance for their membership and families attending and either the group or individual units are advised to arrange their own insurance to cover late cancellation.
5. All prices listed 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)
6. The final payment for a booking is due 90 days before the visit starts unless arrangements for delayed payment have been made in advance between BTAC and the Group Leader. In this case, all units must be confirmed at least 14 days before the first night of the meet. The invoice will be raised dated the start of the meet based on these numbers and full payment is expected at the end of your meet or if agreed within 30 days of this date. Any cancellations that happen within 14 days before or during the meet will not be refunded by BTAC except in exceptional circumstances.
7. 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 14 days before commencement date	50% of total cost
• 14 or fewer days before commencement date	100% of total cost
8. 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.
9. Payments may be made by debit or credit card, or bank transfer. Receipts will be issued for all payments in respect of bookings. All cheques should be made payable to 'BTAC Services Ltd' and crossed 'Account Payee only'. Any cheques returned not cleared by our bankers will be subject to a £25.00 handling charge.
10. Failure to comply with our payment terms may result in future bookings being cancelled and the Group Leader/steward being held liable for the total cost.
11. 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.
12. The Group Leader is completely responsible for their group, including safety, pastoral care, behaviour and compliance with BTAC rules and conditions and for ensuring their group knows what those rules and conditions are. They must also ensure that their own activity leaders they choose to use are suitably trained or qualified and present in the appropriate ratios for self-run activities or that their group meets their own safety requirements eg water safety code. BTAC accepts no responsibility when groups fail to adhere to these or their own rules. We may withdraw use of any of our equipment if we consider it or the conditions to be unsafe.
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 participating in BTAC activities (e.g. asthma, allergies, epilepsy, behavioural issues etc) 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 in BTAC activities must accept that the decision of the activity instructor is final. BTAC will accept no liability for problems/accidents arising from failure to accept and/or respond to the authority, instruction or advice of a qualified BTAC instructor.
17. BTAC is not responsible for ensuring craft brought on site meet any safety requirements or the licencing requirements of the Broads Authority to use the water. This remains with the individual owners.
18. 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. 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. In this event no refund will be given. Any costs and responsibility involved in removing the participant must be borne by the group. We accept no liability for any consequential losses by the group or individual.
19. Groups have use of their designated field space, water points, toilets, and showers. They do not have free access to the marsh, outdoor classroom or to the other buildings including the classroom. Supported access can be booked for specific activities, but this may incur an additional cost.
20. BTAC is unable to hire boats, canoes or water equipment to individuals. Access to the water is provided for your own equipment and boats which is used at your own risk. Boats may be left tidily at the staithe but again at your own risk. BTAC does not guarantee the safety or security of the area. BTAC staff may be available at a set time to assist with the tractor for any boats that are unable to be launched or recovered by hand.
21. No Liability is accepted by BTAC 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.
22. In the event of any damages caused by participants, group members or their visitors to property or equipment in use by BTAC, except by fair wear and tear, the group (via the group leader/steward) will be charged the full replacement cost. Any damages must be reported to a member of BTAC staff immediately.
23. 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.
24. 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.
25. 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.
26. 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.
27. BTAC considers the use of e-cigarettes the same as cigarettes and as such, all legal requirements should be adhered to in their use during your stay, no smoking is allowed in any of the buildings or when using BTAC equipment.
28. Under NO circumstances will anyone under the influence of alcohol be permitted to participate in any activity organised by BTAC. NO alcohol may be consumed during any BTAC run activities. Alcohol may be consumed during leisure time by persons over the age of eighteen only.
29. Dogs and other animals must not be brought on site without prior agreement with BTAC. With the exception of guide dogs or trained service dogs, pets are not allowed in the toilet block or other buildings or on the marsh in any circumstances.
30. BTAC reserves the right to modify these standard Terms and Conditions, and the prices quoted overleaf, without notice.