

Ardroy Outdoor Education Centre

Booking Form

Please complete and return

| | | | | | | | |
|--|--|-------------|--------------------------|----------------------|--------------------------|--------------------------------|--------------------------|
| Name/Group Name | | | | | | | |
| Address | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Postcode | | | | | | | |
| Telephone | | Day | | Eve | | | |
| Email | | | | | | | |
| No of Participants | | Age: | | No of Leaders | | | |
| Dates of Course | | From | | To | | | |
| Please confirm that all visiting teachers/leaders/parents have been checked through the Disclosure Scotland System. | | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Any Specific Dietary Requirements? - we like lots of notice please! <i>(Please send specific details by email if not enough room here)</i> | | | | | | | |
| | | | | | | | |
| Have you been to Ardroy before?: | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | If yes, how many times? | |

By signing below I am confirming my intention to book the above course with Ardroy OEC and have read and understood the terms and conditions (see page 2).

If emailing this form – please type your name in the space below, and it will be considered as the equivalent of your signature.

| | | | |
|-------------|--|---------------|--|
| Name | | Status | |
| Date | | | |

Please tick this box if DO NOT want to be added to our mailing list.
Once completed, please email this form as an attachment to info@outdooreducation.co.uk

Ardroy Outdoor Education Centre

Booking Terms and Conditions

INVOICING

Deposits of 23% per person, rounded up to the nearest £ are to be invoiced for payment 24 weeks ahead of the first day of the course. For school courses, the deposit will be £50.

Invoices will be issued 14 days ahead of the 24 week date.

The balance due is to be invoiced 4 weeks ahead of the first day of the course and the invoice issued 14 days ahead of the 4 week date.

The deposit is non refundable unless the centre cancels the course.

Cancellations

Cancellations are to be notified in writing no later than 28 days prior to the first day of the course.

If a cancellation is made between 28-14 days prior to the first day of the course a 50% refund will be given.

After 14 days no refund will be given, except in exceptional circumstances.

ACCOUNTS

Each school or user of the centre is to be given an account number to enable tracking of payments and management information to be provided. Individual account numbers will be communicated to each customer.

INVOICES

Invoices will be sent electronically where possible.

Payments by cheque or BACS are acceptable. Cash payments are to be discouraged and initially there is no facility for debit/visa payments. Cheques to be made payable to 'AOEC Trust Ltd'

FINAL BALANCE PAYMENTS

An invoice is to be issued to the school/centre user based upon the booking confirmation numbers provided in the booking form. The invoice will be issued 14 days ahead of the 4 week period.

Invoices should be sent electronically where possible and should show the total cost of the course less the deposit paid.

Payments by cheque or BACS are acceptable. Cheques to be made payable to 'AOEC Trust Ltd'. Cash payments are to be discouraged and currently there is no facility for debit/visa payments.