

# Ardroy OEC

## BOOKING APPLICATION FORM.

This booking form must be returned within 14 days of receipt

Name/Group name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone - Day \_\_\_\_\_

Eve \_\_\_\_\_

Email \_\_\_\_\_

NO. OF PEOPLE: \_\_\_\_\_ AGE : \_\_\_\_\_ + NO. OF LEADERS: \_\_\_\_\_ AGE: \_\_\_\_\_

Type Of Course: \_\_\_\_\_

Dates: \_\_\_\_\_

Please confirm that all visiting teachers/leaders/parents have been checked through  
the Disclosure Scotland System. YES  NO

Dietary Requirements (we like as much notice as possible!)

Special (please specify) \_\_\_\_\_

Vegetarian (how many?) \_\_\_\_\_

Have you been to Ardroy before?: \_\_\_\_\_ If so 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 (attached - see page 2).

Signature: \_\_\_\_\_ Status: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

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## Booking Information for all Courses

Please note that for group bookings, if numbers fall below 10 clients, no matter which course you book, the minimum payment would be for the equivalent of 10 clients.

For example: 10 clients x £96 per person = Total cost of £960.  
If numbers below 10 then the total would still be £960

### Payment

Cheque: We will send you an invoice by email or letter for the deposit. To secure your booking please return Page 1 of the Booking Form together with a cheque made payable to 'Fife Council' for the non-refundable deposits of £25 per person, within 14 days of the date of the invoice. You will then be sent a second invoice for the balance.

Please note we cannot keep any provisional bookings after the 14 days if the deposit has not been paid.

*or*

### Recharge (Fife Council Only)

To secure your booking please complete and return to the Centre, Page 1 of the Booking form together with your FINANCIAL CODE within 14 days of receipt of an invoice for the deposits. A Recharge will then be issued by the Centre for the non-refundable deposits of £25.00 per person. You will then be sent another Recharge for the balance.

### Cancellations

Please notify the Centre of any cancellation, no later than 28 days prior to the first day of your course.

If a cancellation is made between 28-14 days prior to the first day of your course, you will receive 50% refund. After 14 days no refund will be given, except in exceptional circumstances.

If we have to cancel a course, a full refund will be given or an offer of an alternative date.

### Activity Choices

Please inform the Centre of your chosen activities 8 weeks prior to your visit.

Please note any malicious damages incurred as a result of your visit must be paid for.