

Non-Residential Activities  
Booking Form



Please complete and return this form to the address below to confirm your provisional booking. Provisional bookings will only be held for 14 days.

Contact Name:		School/Group:	
Address for Invoicing:		Post Code:	
		Telephone Number:	
Activities required:			
Venue:		Date(s)	
Cost:			
Start time:		Number of Children:	
Finish time:		Number of Adults:	
Age Range of Group:		Total Group Number:	
Kit List: Water based Activities	Suitable footwear Towel Lunch Warm jumper / Fleece Swimwear Any medication needed Spare change of clothing	Kit List: Land based Activities	Waterproofs Lunch Warm jumper / Fleece Suitable footwear Any medication needed

**Booking Day Activities and Payment:**

- 1.1** The Hirer is Responsible for full payment of the Hire Charge (including any cancellation charges).
- 1.2** Until a booking form has been completed and signed by the Hirer and received by Cornwall Outdoors all bookings are regarded as provisional. Cornwall Outdoors will confirm the booking in writing by email.
- 1.3** In order to confirm your booking a non-returnable deposit of 25% of the total cost of the day activity booking will be required. Cheques can be sent with the booking form or an invoice will be raised. A further invoice will be raised on completion of the activity day. All invoices to be paid within 30 days made payable to Cornwall Council and posted to the Centre where the activity is taking place.
- 1.4** Prices will be based on minimum day booking group size of 8 unless otherwise agreed with the Centre Manger.

**Cancellations:**

A cancellation fee of 25% will be applicable where day activity bookings are cancelled 14 days or less prior to the confirmed date, 50% within 7 days and 100% within 48 hours, (subject to negotiation if date is rescheduled).

**For Cornwall Council groups only:**

This booking includes adventurous activities therefore it does require LA approval detailed in 'Safety on Educational Visits 2003', therefore I would like to remind you to complete and submit appendix A to the LEA via your Educational Visits Co-ordinator.

Signed:		Name: (Block Capitals)	
Designation:		Date:	

**Please return to: Porthpean OEC Castle Gotha Porthpean St Austell PL26 6AZ**