



Booking form

Please complete as much information as possible

Organisation: _____

Address: _____

Invoice Address (if different from above): _____

Daytime Tel No: _____ **Fax Number:** _____

Evening Tel No: _____ **Mobile No:** _____

E-mail: _____

Proposed Dates: _____ **No: of nights:** _____

Please advise Time of arrival

No. of children **Male:** _____ **Female:** _____ **Age:** _____

No. of staff /adults **Male:** _____ **Female:** _____

Mode of transport: Minibus/coach/cars **If minibus? Is it availability during stay: Yes/No**

Brief description of group/special needs etc: _____

Type of programme required/special requests: _____

I agree for my group to participate in any adventurous activities that are part of their Dukes Barn course. I understand that, although potentially hazardous, these activities will be led by experienced instructors who hold the relevant qualifications and who will maintain a high level of safety throughout the activities. I acknowledge the need for responsible behaviour and that the instructor's word is final on all matters of safety.

I have read and agree to the conditions of booking.

Signature: _____ **Name:** _____

Date: _____



Booking Conditions

1. Check the availability of dates required with Dukes Barn, This will then be a provisional booking.
2. Sign and return to Dukes Barn the completed booking form as soon as possible with the approximate number of students who will be attending. (download for website)
3. A **non-returnable deposit invoice for £500.00** will be issued; upon receipt of your deposit your booking will be confirmed.
Day courses will be required to pay the full amount prior to commencement of course.
4. Six weeks prior to the start of the course, we will contact you for final numbers, special dietary requirements, and expected time of arrival and departure. A Final invoice will be issued based on confirmed numbers.

We would suggest that your organisation starts collecting payment as so as possible for your course. This should give you a more definite idea of numbers. This early commitment from both students and parents will enable us to staff your course appropriately according to the numbers you have given us

Conditions of Cancellation

1. In the event of a group booking being cancelled by Dukes Barn,
All fees paid in advance will be returned in full.
2. In the event of the organisation cancelling the booking,
The initial deposit will not be refunded.
3. In the event of the organisation cancelling the booking less than three months before the course starts.
The full course fee based on your original booking will be invoiced and should be paid immediately.
4. Individual cancellations.
Should an individual child/adult cancel their place on the course due to sickness a full refund will be given providing we are in receipt of a doctors note..