

## Booking Conditions

The Kingsway Adventure Centre and/or Kingsway Adventure Activities undertake to provide accommodation and activities as agreed in the confirmation of booking letter that will be forwarded upon receipt of the completed booking form. The conditions for all bookings are as follows:

1. All bookings must be accompanied by payment of a deposit of not less than 25% of the cost of any accommodation and activities booked. Payments are to be in the form of two separate cheques. One made payable to Kingsway Adventure Centre for accommodation and one made payable to Kingsway Adventure Activities for activities.
2. The deposit will not be refunded under any circumstances. Should the group cancel the booking the deposit may, at the sole discretion of Kingsway Adventure Centre, be transferred to an alternative booking if made within three calendar months of the date of cancellation.
3. Groups may make initial bookings by telephone and the booking will be held for 10 days pending the arrival of a deposit. If a deposit is not received within 10 days the telephone booking will be cancelled.
4. By agreeing to these booking conditions the group leader also agrees to undertake the Group Leader Responsibilities listed in the Group Leader's Notes. A copy of the notes will be forwarded with the confirmation of booking.
5. Payment of the outstanding balance of course fees is due 6 weeks before the first day of the course. Kingsway Adventure Centre reserves the right to either charge interest at the rate of 3% per week on overdue balances or cancel the booking altogether in the event of late payment. Should the booking be cancelled by Kingsway Adventure Centre, because of failure to pay the balance on time, the group will be required to pay the proportion of the outstanding balance as shown in paragraph 6 below.
6. Should the group cancel the booking payment of the following proportion of the balance owing will be required: Up to 12 weeks prior to the start of the course -15%, between 12 and 8 weeks prior to the start of the course -30%, between 8 and 6 weeks prior to the start of the course -50%, less than 6 weeks prior to the start of the course 80%.
7. Kingsway Adventure Centre and/or Kingsway Adventure Activities will undertake to provide the accommodation and/or activities as described in the current brochure. In the case of minors the Centre owners and staff will at no time act in loco parentis. For all groups the group leader is at all times ultimately responsible for the well being of the members of the group. Whilst every effort will be made to provide the accommodation and activities booked Kingsway Adventure Centre and/or Kingsway Adventure Activities reserve the right to alter accommodation and/or activities from those described in the brochure and confirmation of booking in the event of unforeseen conditions or at the discretion of the Proprietors or Senior Instructor.
8. Any losses of equipment or wilful damage to the Centre premises, grounds or equipment will be charged to the group at the full REPLACEMENT cost. The group leader and the group's parent organisation or authority will be jointly liable for payment of the costs incurred.
9. The cost of any Centre transport will be invoiced to the group at the end of the course (at a rate of 40p/ mile). The group leader should allow for this cost when planning the course. The costs for each Centre vehicle should be divided by the number of people in each activity group to obtain the cost per person. Should it be necessary to hire additional vehicles the full cost of hire will be charged to the group.

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