

Booking Form

Organisation Name	<input type="text"/>		
Organisation Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Contact Name	<input type="text"/>		
Tel No	<input type="text"/>	Fax No	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>
Course Location/ Centre	<input type="text"/>		
Start Date	<input type="text"/>	Finish Date	<input type="text"/>

Number of Participants

No. Participants	<input type="text"/>	F	<input type="text"/>	M	<input type="text"/>	No. Accompanying Adults	<input type="text"/>	Age/ Yr Group	<input type="text"/>
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Course Type

First Challenge	<input type="text"/>	Year Group Induction	<input type="text"/>	Adventure & Challenge	<input type="text"/>	Team & Leadership Development	<input type="text"/>
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Bespoke

Does your group or any member of your group have any illnesses, disabilities, social issues or behavioural issues that we should be aware of? If so, please provide details (failure to do so at the time of booking could incur additional charges):

<input type="text"/>
<input type="text"/>
<input type="text"/>

Holding Fee

I enclose a cheque for £250 made payable to The Outward Bound Trust. I have read the Terms & Conditions in this booklet and agree to abide by these arrangements.

Signed on behalf
of the organisation

Print Name Date

Please return to

Schools and Colleges team, The Outward Bound Trust, Hackthorpe Hall, Hackthorpe, Penrith, Cumbria CA10 2HX
Tel: **01931 740000** Fax: **01931 740001**

Please note

Our prices are published in good faith, based on the current academic year. If amendments to term dates result in changes to peak dates in 2009/10, we reserve the right to amend our published price bands.

The booking form can be downloaded online and is available at www.outwardbound.org.uk

Terms and Conditions

Please read, understand and accept the following conditions prior to signing your Booking Form and booking your course place.

1. Contractual Arrangements

Your Contract is with The Outward Bound Trust, a registered charity in England and Wales (313645) and in Scotland (SC039613) and a company limited by guarantee (no. 405180), registered in England and Wales, whose registered office is at Hackthorpe Hall, Hackthorpe, Penrith, Cumbria CA10 2HX. The Contract is subject to English law and the exclusive jurisdiction of the English Courts. The address for correspondence for all matters relating to this Contract is: The Schools and Colleges Team, The Outward Bound Trust, Hackthorpe Hall, Hackthorpe, Penrith, Cumbria CA10 2HX.

2. Bookings, Fees and Payments

Once you have discussed your requirements with our Schools and Colleges Team, and subject to availability, we will hold the required number of places on your selected course for up to 14 days. To secure these places on a provisional basis beyond the initial 14 day period we require a signed Booking Form and the payment of a non-refundable holding deposit of £250 per course. This holding deposit will be deducted from your final account. In order to proceed with your booking, and within 14 days of sending us your Booking Form, you will need to advise us in writing (by post, email or fax) of the number of participants you wish to confirm for your course. During this time you may also liaise with our Schools and Colleges Team to finalise details and prices for tailor-made courses. In all cases further amendments to your group will still be possible after this time subject to paragraph 3, 'Amendment or Cancellation By You'.

We will then send you a contract and an invoice for your 10% non-refundable deposit. If you do not confirm the number of participants within the 14 day period we will assume that the number indicated on your Booking Form will apply and will invoice for the 10% deposit on this basis. Your deposit payment will be due within 28 days of the date of the invoice and only when we have received your payment will your booking be confirmed.

Payment of the final balance for the total course fee is due not less than eight weeks before the start date of your course. The final balance due will be calculated as the total course fees plus any other relevant charges less the holding and 10% deposits where these have been paid.

If either your deposit or final balance payment is more than two weeks overdue, this will be a breach of the Contract between us, and the Trust reserves the right to treat your course as cancelled by you and may release your reservation.

For all overdue payments we reserve the right to charge interest on the amount outstanding on a daily basis based on the Barclays Bank base rate plus 1%.

If you make your booking less than eight weeks before the start date of your course, the full course fees are payable immediately at the time of booking.

Supplementary charges which may occasionally occur during a course, such as additional staffing where not pre-advised at booking stage, loss of or damage to equipment or other property, will be invoiced separately and such charges are due and payable on receipt of the invoice.

Please note that the minimum fee payable will be based on a minimum of 10 participants per group. Our maximum group size is 12 participants.

Please note that due to the additional costs incurred by The Outward Bound Trust a 2% charge will be made for all credit card payments.

3. Amendment or Cancellation by you

a) **Amendments:** Subject to availability, additions to your group may be possible up until the start date of your course, although we cannot guarantee this. However you must first confirm availability of additional space on your selected course with us by contacting the Schools and Colleges Team. Once availability has been confirmed with us, we require written confirmation of the amendment from you within seven working days or prior to the start date of your course if sooner. If any additions are made to your group within eight weeks of the start date of your course we reserve the right to charge an administration fee of up to £20 per amendment. Any amendment fees arising as a result of additional participants will be added to your account and must be paid prior to the start date of your course.

b) **Cancellation:** In the event of cancellation by you of a paying participant place more than eight weeks before the start of your course the 10% deposit payment may be transferred to a substitute participant. If this is not possible and the participant place is cancelled then the 10% deposit will be forfeit and retained by us.

In the event of a cancellation by you of a paying participant place less than eight weeks before the start of your course the 10% deposit payment may still be transferred to a substitute participant but we reserve the right to charge an administration fee of up to £20 per amendment. If a transfer is not possible then the cancellation will be subject to the following charges:

56 to 29 days before start of course, 50% of the total course fees
28 to 15 days before start of course, 75% of the total course fees
14 days or less before start of course, 100% of the total course fees

In all cases the date of effective cancellation is the day of receipt of your written advice (by post, email or fax) by our Schools and Colleges Team.

c) **Postponement:** In the event that you wish to postpone (rather than cancel) your course this will be possible subject to availability and only if the new course dates and participant numbers are confirmed at the time of

postponement. We will not however be able to accept requests for postponement less than eight weeks before your original course start date. An amendment fee of £20 per paying participant will be charged in all cases. Where the new course has fewer participants than the original booking, our normal cancellation charges will apply to the number of participants not attending the new course. Where additional participants are added to the new course no amendment fees will be payable. In all cases of postponement the start date of the new course must be no later than six months after the start date of the original course. Where requests for postponement periods exceeding six months are made, the course will be treated as cancelled and our normal cancellation charges applied.

4. Force Majeure

We will not be liable to pay any compensation if we are forced to cancel or change any aspect of the course due to circumstances beyond our control which we or our suppliers could not have reasonably foreseen or forestalled. Such circumstances include, but are not restricted to, war or threat of war, terrorist activity, riots or civil strife, industrial disputes, natural or nuclear disasters, fire, bad weather, closure of airports, ports or stations, cancellation or changes in schedules by air, land or sea carriers.

5. Insurance

The Outward Bound Trust provides comprehensive course and travel insurance cover as part of the course fee. This includes cancellation, personal accident, medical expenses, personal belongings, money and personal liability. A summary of the cover is available on our website www.outwardbound.org.uk.

6. Health & Safety

Course participants must expect to be involved in adventurous and sometimes strenuous activities.

No previous training or experience is required but participants must be of good general health. Those taking part in a course should be willing to become involved in all aspects of the course.

Medical declaration forms will be sent to you on confirmation of your booking. These must be completed and returned to us at least two weeks prior to the start of the course. All prior injuries or serious illnesses must be declared. Any illness or injury suffered after the completion of the medical form and before the start date must be notified to us immediately in writing. We can take no responsibility in the event of any ailment or aggravation of ailment suffered either during or after the course which arises from an undeclared injury or illness. Nobody who has been in contact with an infectious disease may take part in an Outward Bound® course within the normal quarantine period.

Whilst taking part in a course, participants must comply with our safety and disciplinary regulations.

We will take no responsibility for your safety if you wilfully contravene these regulations, and such behaviour may result in participants being sent home (see 'Behaviour' below). Any specific queries concerning health or safety during the course should be directed to your Course Director at the centre.

7. Behaviour

At the time of booking you are required to fully advise us of any illness, disability, social or behavioural problems that a participant has, or has recently experienced, which might affect the participant or any other participants during their course. We reserve the right to exclude any participant before or after course commencement if, in the opinion of the relevant Head of Centre, we have not been fully advised of any such issues or if the participant's behaviour is incompatible with other course participants. If this happens, you will be liable for all additional costs incurred or claims from third parties, and we will not be liable for any compensation.

8. Promotion

Any prices, statements, descriptions, illustrations, photographs, drawings or any other matters contained in our brochures or other literature are made in good faith but are not guaranteed to be accurate and are intended merely to represent a general picture of our products and services and shall not form any part of the Contract between us. We reserve the right to amend our products and services from time to time so that the descriptions as set out in our brochures and other publicity may not be identical with those set out in our proposal to you.

9. Complaints

We will try to resolve any problems as soon as you notify us of them. If you want to complain during the course, please inform your Course Director. If the problem cannot be resolved satisfactorily, please notify our Schools and Colleges Team at Hackthorpe in writing within 28 days of the completion of the course, setting out the full details of the complaint. We will reply to you within 28 days of the receipt of your letter.

10. Liability

We will accept liability for matters which arise as a direct result of our negligence and/or our breach of our contractual duty to exercise care in making arrangements for you including any acts of omission by our employees or agents.



What's included in the price of a course

- ▶ All food and accommodation
- ▶ Dedicated Group Instructor for the duration of the course
- ▶ Transport during the course
- ▶ All specialist equipment such as walking boots, waterproof jackets and trousers, buoyancy aids, safety helmets and tents.
- ▶ Bedding
- ▶ 24-hour pastoral care
- ▶ Free preview visit for group leader
- ▶ Free places for group leaders
- ▶ Fully comprehensive travel insurance
- ▶ Dedicated Course Director
- ▶ The Outward Bound Trust certificate of achievement
- ▶ Information for participants, parents and guardians
- ▶ Teacher Resource information

What's not included in the price of a course

- ▶ Travel to and from centres
- ▶ Students' spending money

Optional extras

- ▶ Pre-course briefing at your school or college
- ▶ Lunch on arrival
- ▶ The Outward Bound Trust personal course report
- ▶ Key Skills Evidence log book
- ▶ Additional activities or expeditions
- ▶ Flexible start/finish times
- ▶ John Muir Discovery Award
- ▶ The Outward Bound® Adventure and Challenge Award, accredited by ASDAN

More Value for Money

The sales and administration staff were superb! Any issue or problem was no big deal and dealt with very quickly & efficiently. The bursary arrangement was also excellent and very well received and appreciated by school staff, pupils and families.

Stuart Dixon, Head of PE and Educational Visits Coordinator, Greenfield School

► Insurance

Your course price includes comprehensive travel insurance cover for all participants for the duration of the trip. The cover is 'door to door' and includes personal accident, medical expenses, personal belongings, money and personal liability. Cancellation cover is also included once the booking has been made and 10% deposit paid. Please visit our website www.outwardbound.org.uk for more information.

► Places for Group Leaders

We offer one free place for every group of 10-12 full fee-paying students; a second member of staff is half price per group.

► Multi-Group Discount

Book four or more groups of 10-12 full fee-paying students and receive one free place for each additional group of 10-12 full fee-paying students.

► Bespoke Courses

Should your requirements not be met by the courses detailed in our brochure and on our website, we are able to offer bespoke courses specific to your needs. Please call our Schools and Colleges team for a quote on **01931 740000**.

► Local Outward Bound® Representatives

The Outward Bound Trust has Education Account Executives in your local area who would be happy to visit you to discuss your course requirements. Please call **01931 740000** to arrange an appointment.

► Travel to the Centre

We have a longstanding relationship with an extremely reliable and competitive coach company and can provide you with a detailed quote for transport to and from any of our centres in the UK. To discuss your requirements please contact our Customer Services team on **01931 740000**.

► Information for Participants

We provide information in preparation for your residential experience, including leaflets for parents and guardians, information about our facilities, kit lists, course fact sheets, posters, sample programmes, and a DVD. This and further information is available online at www.outwardbound.org.uk

► Bursary

The Outward Bound Trust is a not-for-profit educational charity, providing bursaries totalling over £2m to more than 10,000 young people every year. We are the UK's leading provider of bursary assisted outdoor learning. We believe that a lack of funds should not be a barrier to boosting a young person's confidence and self-esteem, to improving their ability to work with and to lead others, or to having a greater appreciation of the natural environment. We are determined to make our courses as widely available as possible to all young people, with more than 40% of all course participants now supported by an Outward Bound bursary. Our bursary applications are simple and straightforward - forms can be downloaded at www.outwardbound.org.uk

We are also supported by Outward Bound Associations who are voluntary organisations throughout the UK. Members of the associations are people who truly believe in our work and have often completed courses themselves. If you are looking for advice or funding or would like to know more about becoming a member of an Association, please contact our Schools and Colleges team to find out more about your local Outward Bound Association.

Price Guide

Monday to Friday Pricing (£)				
Week Beginning	First Challenge	Year Group Induction	Adventure & Challenge	Team & Leadership Development
24.08.09	200	255	255	255
31.08.09	200	255	255	255
07.09.09	265	365	365	365
14.09.09	265	365	365	365
21.09.09	265	365	365	365
28.09.09	265	365	365	365
05.10.09	265	365	365	365
12.10.09	265	320	320	320
19.10.09	265	320	320	320
26.10.09	265	320	320	320
02.11.09	200	255	255	255
09.11.09	200	255	255	255
16.11.09	200	255	255	255
23.11.09	200	255	255	255
30.11.09	200	255	255	255
07.12.09	200	255	255	255
14.12.09	200	255	255	255
21.12.09	Closed	Closed	Closed	Closed
28.12.09	Closed	Closed	Closed	Closed
04.01.10	200	255	255	255
11.01.10	200	255	255	255
18.01.10	200	255	255	255
25.01.10	200	255	255	255
01.02.10	200	255	255	255
08.02.10	200	255	255	255
15.02.10	200	255	255	255
22.02.10	265	320	320	320
01.03.10	265	320	320	320
08.03.10	265	320	320	320
15.03.10	265	320	320	320
22.03.10	265	320	320	320
29.03.10	265	320	320	320
05.04.10	265	320	320	320
12.04.10	265	320	320	320
19.04.10	265	320	320	320
26.04.10	265	320	320	320
03.05.10	265	320	320	320
10.05.10	265	320	320	320
17.05.10	265	320	320	320
24.05.10	265	320	320	320
31.05.10	265	n/a	320	320
07.06.10	310	n/a	365	365
14.06.10	310	n/a	365	365
21.06.10	310	n/a	365	365
28.06.10	310	n/a	365	365
05.07.10	310	n/a	365	365
12.07.10	310	n/a	365	365
19.07.10	310	n/a	365	365

► Booking your course

1. To check availability, please call us on **01931 740000** or email enquiries@outwardbound.org.uk
2. To book your course, please complete the booking form and return with the holding fee. This is available online at www.outwardbound.org.uk or included in this booklet.

Price Guide

Friday to Sunday Pricing (£)				
Week Beginning	First Challenge	Year Group Induction	Adventure & Challenge	Team & Leadership Development
14.08.09	110	135	135	135
21.08.09	110	135	135	135
28.08.09	110	135	135	135
04.09.09	110	135	135	135
11.09.09	130	150	150	150
18.09.09	130	150	150	150
25.09.09	130	150	150	150
02.10.09	130	150	150	150
09.10.09	130	150	150	150
16.10.09	130	150	150	150
23.10.09	110	135	135	135
30.10.09	110	135	135	135
06.11.09	110	135	135	135
13.11.09	110	135	135	135
20.11.09	110	135	135	135
27.11.09	110	135	135	135
04.12.09	110	135	135	135
11.12.09	110	135	135	135
18.12.09	Closed	Closed	Closed	Closed
25.12.09	Closed	Closed	Closed	Closed
01.01.10	110	135	135	135
08.01.10	110	135	135	135
15.01.10	110	135	135	135
22.01.10	110	135	135	135
29.01.10	110	135	135	135
05.02.10	110	135	135	135
12.02.10	120	135	135	135
19.02.10	120	135	135	135
26.02.10	120	140	145	145
05.03.10	120	140	145	145
12.03.10	120	140	145	145
19.03.10	120	140	145	145
26.03.10	120	140	145	145
02.04.10	120	140	145	145
09.04.10	120	140	145	145
16.04.10	120	140	145	145
23.04.10	120	140	145	145
30.04.10	120	140	145	145
07.05.10	120	140	145	145
14.05.10	120	140	145	145
21.05.10	120	140	145	145
28.05.10	120	n/a	145	145
04.06.10	130	n/a	150	150
11.06.10	130	n/a	150	150
18.06.10	130	n/a	150	150
25.06.10	130	n/a	150	150
02.07.10	130	n/a	150	150
09.07.10	130	n/a	150	150

► Booking made easy

1. Make a provisional reservation.
2. Contract and 10% deposit invoice will be sent to you and must be returned within 28 days to confirm your reservation.
3. Final balance fees must be paid eight weeks prior to course start date.
4. If you wish to hold dates into future years a £250 non refundable deposit will be required to secure the reservation.