



**Young Bristol**  
Works for young people

# Activity Session Booking Form

**Young Bristol**  
The Station  
Silver Street  
Bristol BS1 2AG  
Tel: 0117 929 2513

**Please complete this form and return it as soon as possible after provisionally booking an activity to ensure availability.**

**You may include payment with your booking form, or later, when invoiced.**

**Name:**

**Address:**

**Organisation:**

**Telephone:**  **Email:**

**Note: Young Bristol Activity Sessions last 2.5 hours, which includes getting kit on and off and clearing up at the end of the session.**

<b>1</b>	<b>Activity:</b>	<input style="width: 95%; height: 25px;" type="text"/>	<b>Participants:</b>	<input style="width: 95%; height: 25px;" type="text"/>
	<b>Start Time:</b>	<input style="width: 50px; height: 25px;" type="text"/>	<b>Date:</b>	<input style="width: 100px; height: 25px;" type="text"/>
<b>2</b>	<b>Activity:</b>	<input style="width: 95%; height: 25px;" type="text"/>	<b>Participants:</b>	<input style="width: 95%; height: 25px;" type="text"/>
	<b>Start Time:</b>	<input style="width: 50px; height: 25px;" type="text"/>	<b>Date:</b>	<input style="width: 100px; height: 25px;" type="text"/>
<b>3</b>	<b>Activity:</b>	<input style="width: 95%; height: 25px;" type="text"/>	<b>Participants:</b>	<input style="width: 95%; height: 25px;" type="text"/>
	<b>Start Time:</b>	<input style="width: 50px; height: 25px;" type="text"/>	<b>Date:</b>	<input style="width: 100px; height: 25px;" type="text"/>

*Please tick one box that best describes your group(s):*

Complete Novices     Some Experience     Experienced     Mixed Ability

A responsible adult must accompany your group and, if not participating, must stay on site.

**This Group Leader remains responsible for the group's general behaviour and discipline**

**Name of Group Leader:**

**Contact number:** (daytime)  (mobile)

**Any other relevant information you think may be of use to the Instructor (including medical conditions):**

**Invoice address:**   
(Email or Post)

(Leave blank if you are paying by cash or cheque)

**Please see overleaf for terms and conditions.**

## By completing and returning a booking form, you agree to the following terms and conditions. Please read them carefully.

**1. Your initial enquiry will only become a confirmed booking request on our receipt of a Booking Form.** Once confirmed, we recommend that you contact Young Bristol at least 1 week prior to the date of your session(s) to agree final details. For large group bookings (30 clients or more) final group numbers must be confirmed at least 15 days before the day of your first activity. If no changes are made we will use the numbers on this booking form.

**2.** The Booking Form must be completed and returned before we organise an Instructor for your session(s). You will be invoiced either at the time we send you your Confirmation of Booking or on completion of the session(s). This will be advised on your Confirmation Form.

### **3. For Large Groups (25 clients or more):**

#### **Deposit**

For large group bookings of 30 clients or more, we require a deposit equal to 20% of the booking cost. This amount is non-refundable and must be paid at the time of your booking.

#### **Cancellation Policy**

- 30 days notice or more before first day of your programme: Cancellation fee is the 20% deposit.
- 16 to 29 days notice before first day of your programme, we charge cancellation fee equal to 50% of the full cost of booking.
- Less than 15 days notice before first day of your programme, we charge cancellation fee equal to 100% of the cost booking.

#### **Adjustments to Bookings**

For large group bookings, final group numbers must be confirmed at least 15 days before the first day of a program. Numbers may be reduced no more than 50% of the original booking value in line with the cancellation policy above. Group size may be reduced no more than half of original numbers provided at the time of booking. If the group is reduced below 25 clients, Young Bristol reserves the right to remove the discount applied for large group bookings.

### **4. For Small Groups (24 clients or less):**

#### **Cancellation Policy**

- 15 days notice or more – No cancellation charge, any advance payments will be refunded.
- Less than 15 days notice – We charge a Cancellation Fee equal to 50% of the cancelled session(s).
- Less than 3 days notice – We charge a Cancellation Fee equal to the full amount of the cancelled session(s).

#### **Adjustments to Bookings**

All adjustments to bookings must be made at least 15 days prior to the first day of the programme. If adjustments are made within the 15 days prior to the first day of the programme, Young Bristol reserves the right to charge the amount agreed at the time of the original booking.

**5.** The majority of sessions are run by Young Bristol instructors. However, sessions are occasionally staffed by freelance Instructors, who are fully qualified for the chosen activity and are validated by Young Bristol.

**6.** Upon receipt of the booking form any groups booking sessions within 7 days of the date of their chosen activity(s) are also liable to the cancellation policies found on this page.

**7.** Should Young Bristol have to cancel your session(s), we promise to find you an alternative date at no cost to you or offer a full refund.

Note there may be occasions where the session must be postponed or changed due to bad weather.

**8.** All groups are expected to have an adult in charge of them. The adult in charge is expected to take responsibility for the general behaviour and discipline of the group at all times and should not leave the site of the activity. Young Bristol reserves the right to exclude persons from the rest of the course. Those with parental responsibility may be required to remove the person from the course. The instructor's decision will be final. No refund will be made.

**9.** Consent Forms (including medical and emergency contact details) must be sent to Young Bristol at least 2 days prior to the session taking place. Where agreed, groups may use the Group Consent form and bring it with them on the day of their activity. All participants should be fit and healthy enough to take part in the activity session(s). Parental consent must be completed for all participants under 18 on the Consent Form.

**10.** Any medical or behavioural issues that could affect group members or Instructors during a session must be referred to the Centre Manager in advance or to the Instructor prior to commencement of session. If in any doubt, please discuss the issue, which will be treated in confidence.

### **11. Groups undertaking water based activities should note the following points:**

- After rigorous investigation the water quality in the City Docks has been declared satisfactory to conduct these activities. There are however, health hazards in any water course and although the risks are slight it is your responsibility to ensure that parents and participants are aware of this.
- Please ensure all group members taking part in water based activities are confident in the water.

**12.** Smoking is not permitted near any equipment used by Young Bristol.

**13.** We occasionally take photos of participants for publicity, including on our own website, if any participant does not wish to be photographed, please contact Young Bristol.

**14. Data Protection Act 1998.** The information you have supplied will be used to process the booking and for our mailing list. If you do not want to receive further brochures, you can unsubscribe from our mailing list at any time by contacting Young Bristol.