

2012/2013 Booking Form

Please complete, sign and return to
Whitlingham Outdoor Education Centre,
Whitlingham Lane, Trowse, Norwich NR14 8TR
Tel: 01603 632307 Fax 01603 674219 Email: ncc.oep@norfolk.gov.uk

Confirmation	
Invoice	

IMPORTANT – PLEASE DO NOT SEND PAYMENT WITH THIS FORM – see reverse for details			
Participant Details - one applicant only please			
First Name		Surname	
Address			
			Postcode
Contact No: Day		Eve	
Mob		Email	
Age	Date of Birth	Male/Female	
Invoice Details		Emergency Contact (for duration of course)	
Title	First name	Title	First name
Surname		Surname	
Address (if different from above)		Relationship	
		Address	
Postcode	Tel	Postcode	
Schools please include Cost Centre:		Tel	Mobile
Subjective Code:			
Medical Information of course participant			
Any past/relevant illnesses?	YES/NO	Any past/relevant injuries?	YES/NO
Any past/relevant medical treatment?	YES/NO	Is anti-tetanus up to date?	YES/NO Date:
Any diet restrictions?	YES/NO	Any allergies?	YES/NO
Please give further details of anything answered 'YES' to:			
Please give any other details you feel may be important for us to know to meet your individual needs:			
Ethnicity		Any disability?	Details:
Course Enrolment Details - one course per booking form			
1st Choice:	Ref	Title	
Times	Dates		Cost
2nd Choice	Ref	Title	
Times	Dates		Cost
Any previous relevant experience/qualifications? Please give details:			
<p>Consent: I agree that the person named shall be a member of the stated course and they shall be subject to the authority, guidance and discipline of the staff. In the event of an accident or illness requiring emergency treatment, I authorise any GP or hospital authority to administer any emergency measures required in my absence/on my behalf. I accept the terms and conditions of booking (available in the centre brochure or online at www.whitlinghamoec.co.uk) and have read the statement of assumed risk overleaf.</p> <p>NB: Bookings will not be processed until a signed copy of this form is received</p>			
Print Name:		Date:	
Signed: (parent or guardian if on behalf of anyone under 18yrs)			

IMPORTANT Learner Agreement Declaration (for all courses 16yrs+)

- I confirm that I have had access to the appropriate advice and guidance for my choice of course, including the content and length of the course.
- I have had an opportunity to discuss any previous relevant experience with the centre and my suitability for my choice of course has been assessed.
- I understand the work required of me to achieve my chosen qualifications/learning aims and how my learning will be assessed.

Statement of Assumed Risk
 Outdoor and adventurous activities often involve learning new skills in unfamiliar environments. Both participants and persons with parental responsibility must accept an element of risk. To minimise these risks we have a range of safety management systems which are externally inspected regularly. We reserve the right to cancel or modify any activity if we believe there to be adverse risk.

Physical Fitness
 You should ensure you have an adequate level of fitness for activities undertaken. If you have any concerns about this please contact the centre before booking and discuss it with our instructors on the day.

Swimming Ability
 All participants taking part in water activities at the centre are equipped with a buoyancy aid therefore an inability to swim will not necessarily exclude you from taking part. However we do ask that you have a certain level of water confidence relative to the activity. If you have any concerns about this please contact the centre and discuss it with our instructors on the day.

Medical Information

- Medication - Staff are not permitted to administer medication. If a young person requires medication during their visit please see the instructor on arrival.
- Tetanus - We would advise all participants to have an up to date anti-tetanus.

Disability/Particular Needs
 To enable our staff to assist you if required and make the most of your activity, please give any details you feel may be important for us to know, eg level of mobility, sight, communication, etc. Alternatively, if you would rather discuss your individual needs with a member of staff, call 01603 632307.

Photographs
 We occasionally take photos of participants for publicity, including use on our own website.
 If you do not wish to be photographed, please tick the box.

Data Protection Act 1998
 The information you supply to us will only be used to process your booking and for our mailing list.
 If you do not wish to receive further brochures or information, please tick the box.

To improve our service
Please tell us how you found out about the centre? (please circle)
 Brochure Web Press Advertisement Other - please state

Cancellations by Whitlingham Outdoor Education Centre
 We reserve the right to:

- Cancel a course in the event of insufficient demand. Should this occur you will normally be notified not less than 5 working days prior to course start date.
- Cancel or postpone a course due to prevailing or forecast weather conditions, or other factors beyond our control. We will endeavour to provide mutually acceptable alternative date(s) but, if unable to do so, will make a pro-rata refund.

Cancellations by Participant
 Amendments or cancellations must be received in writing (post, email or fax) at least 3 weeks prior to course commencement. An administration fee of £10 will be charged. Less than 21 days notice will result in no refund

Payment - please DO NOT send payment with this form
 Invoices will be raised (payable to Norfolk County Council) upon receipt of your booking confirmation. Full terms and conditions are available in our centre brochure, online at www.whitlinghamoec.co.uk or by calling the centre on 01603 632307.