

Booking Conditions

Please read and ensure that you understand the following terms & conditions before you sign & return the Booking Contract Form (BCF) along with your initial deposit.

1. Your Booking is only secured once High Adventure OEC Ltd receives your signed & completed Booking Contract Form & deposit (£500 + VAT).
2. Your balance payment **MUST** be paid within 14 days of your departure date.
3. **You will be charged for whatever NUMBERS you state on your Booking Contract Form.** Please be careful not to 'over book' as you will be charged for the NUMBERS you have stated on your Booking Contract Form.
4. Cancellations of your whole group must be done in writing. In the event of cancellation the following rates apply:
 - 20 - 12 weeks before the start of the course 25% of fees due.
 - 12 - 8 weeks before the start of the course 50% of fees due.
 - 8 - 4 weeks before the start of the course 75% of fees due.
 - 4 weeks before the start of the course **FULL** amount due.
5. **Your deposit is NON-RETURNABLE.**
6. All prices are 'PLUS VAT', this price will be stated in your booking confirmation letter & you need to state it in the 'price per person' box on the BCF (reverse of this page).
7. We advise you to take out Cancellation Insurance as fees will not be refunded.
8. Your invoice can be revised upwards should your numbers increase, although this would be subject to availability, but **not downwards.**

Free Places: You get 1 Free place per every 10 Full Paying places.

IE If your group size is 14 + 2 leaders, then you would pay for 15 places and get 1 place free. If your group size is 19 + 2 leaders, then you would pay for 20 places & get 1 free.

Minimum numbers accepted are 10, you can bring less than 10 but the minimum payment will be for 10.

Our Insurance policy covers Professional Indemnity & Public Liability (downloadable from the website) but we do recommend that you take out Personal Accident Insurance & Personal Belongings Insurance.

Programme:

Your programme must be decided 4 weeks prior to your visit, if it is not then we can not guarantee the activities you want. High Adventure reserves the right to change your programme (with notice) if necessary for logistical or safety reasons. Groups that are doing GCSE PE must put 'GCSE' in the box on the Booking Confirmation Form, your programme will then be organised and will depend upon the GCSE PE options your students / you choose.

Arrival / Departure Times:

Your group must not arrive before 11pm Monday (and must come with a packed lunch) and must depart by 1pm Friday. On the weekend your group must not arrive before 5pm Friday but in order to get tea provided your group must arrive before 7pm, otherwise you will need to make your own provisions for food on Friday evening and groups must depart by 1pm on Sunday. For split weeks departure must be by 1pm on Wednesday and arrival on Wednesday must not be earlier than 12:30 pm.

Should your arrival or departure times need to vary from the above stated times you will need to organise this through discussion with ourselves.

Minibuses:

Groups coming to us with minibuses are asked to use them whilst at High Adventure OEC. HA OEC provides minibus transport during your stay should your group not have access to a minibus.

Departure:

We will clearly explain the standard of the clean required to your group and the area's your group are required to clean prior to departure. Your Leaders are then responsible for 'organising & directing' your group with respect to this clean. Should this not be carried out to a reasonable standard there will be a charge made to your group.

Damage:

Groups are liable for all damage caused by any of their group members and it should be noted that High Adventure OEC Ltd will expect the Group Organiser to take on the responsibility of ensuring that no damage is caused in the first instance and that any damage will be paid for in the second instance. It is the organisation that booked the event that takes on full liability for any damage, should the organisation opt to make their individual group members financially responsible, then this is their own internal matter. HA OEC Ltd will invoice the organisation for all / any damages. This includes buildings, equipment & minibuses. Loss of keys = £10 per key.

Disclaimer:

By signing the Booking Confirmation Form you are agreeing to act in 'loco parentis' and give permission to allow your group to take part in your agreed programme of activities including outdoor venues & indoor climbing walls.

Please note that we have not used small print for the important points in the booking conditions. Please read these points very carefully before making a booking.