**Booking Form for Residential Courses at High Borrans Outdoor Education Centre**

Name of School or Establishment:

Address:

Postcode: Email Address:

Telephone Number:

Name of Organiser:

Name of Group Leader (if different):

Mobile Telephone Number of Leader:

Email Address:

**Dates required:**

Arrival Time: Departure Time: Normally 2.00pm and 10.00am

**Fee applying to this booking: £\_\_\_\_\_\_\_\_\_\_ per participant**

* August to March courses and weekends require a minimum 25 participants to guarantee sole occupancy/minimum 12 without sole occupancy
* Term weeks April to July require a minimum of 36 participants
* **Our fourth group option is suspended during the pandemic**
* Max capacity 43 (36 participants and 7 staff)

**Details of Group (max 36)**

Minimum No. Pupils\*

Age Range

**Total no of staff**

**Minimum 1 Staff Member per 10 participants**

You MUST book for 25 places for guaranteed sole occupancy. Booking for less than 25 may mean other groups are resident at the centre. There will be one instructor per 12 participants. I.e. booking for 12 will mean one instructor, booking for 13-24 will mean 2 instructors. You may increase your numbers after booking subject to instructor availability and accommodation capacity. Please do this in good time to help us meet your requirements.

**\*This is the number for which you will be invoiced, and from which the course will be staffed.**

Min

**Course Objectives:**

Please find a list of regular course objectives to choose from:

Enjoyment; Adventure; Team Building; Developing independence; Progression from earlier visit; Developing new skills; Environmental discovery; Develop confidence; Improving relationships; Away from home experience; Contrasting locality to home; Healthy lifestyle, Raising self- esteem, Resilience.

Curricular focus – Geography Mountains, Karst, Rivers, Forests, Art, Literacy, Science, Habitats, Pond Dipping.

Do you have a particular school focus, mission statement or motto that you would like us to include in your course aims and objectives?

A dedicated course tutor will plan your course in consultation with you, to develop a programme to meet your course objectives.

Tel: 015394 42816

Email: [high.borrans@northtyneside.gov.uk](mailto:high.borrans@northtyneside.gov.uk)

Website: www.highborrans.org.uk

**Booking Conditions**

**PTO**

**How to Book**

**Bookings can be made by telephone or email and dates will be reserved for up to 2 weeks, after which time a signed booking form must be received in order to secure the booking.**

**Deposits, Payment and Covid 19**

Due to the uncertainty caused by the Covid 19 Pandemic we are not taking deposits for any courses. Invoices will be raised when we know that a course will run. Customers will be liable to pay 25% of the course fee in the event of cancellation of a confirmed booking for reasons beyond the pandemic and its management.

**Payment**

This is due on receipt of the invoice raised before the course. The invoice will be based on booked numbers as a minimum. If participant numbers increase (subject to available spaces) a supplementary invoice will be issued. Refunds cannot be issued once this invoice has been raised.

**Please note:** ***All charges must be paid in full within 30 days from receipt of invoice.***

**Participant Numbers and Sole Occupancy**

Maximum capacity is 36 participants and 7 staff.

During **April – July** the minimum booking is for 36 places, for week courses

During **August to March** **and at weekends** you must book for a minimum of 25 places to secure sole occupancy of the centre. If your final numbers fall below 25, we reserve the right to advertise the remaining spaces.

**Free Organiser Places**

Free staff/organiser places are based on a ratio of one place per six paying group participants. Additional staff places are charged at 50% of the participant rate. One member of staff per 10 participants is a minimum.

**Cancellation by Visiting Group**

|  |  |
| --- | --- |
| **Within 3 months of course start date**  *We recommend that you take out appropriate cancellation insurance.* | Full amount payable.  We cannot issue refunds on individual places if participant numbers fall during the last 3 months. |
| **Prior to 3 months of start date** | 25% cancellation fee is payable |

**Cancellation by High Borrans Outdoor Centre**

If the Centre cannot deliver this course then any money paid will be refunded in full.

I understand that signing this booking form will constitute a legally binding contract, and a cancellation prior to 3 months of the course will incur a cancellation fee of 25% of the value of the booking, and the full amount thereafter. No charge will be made if the course is cancelled due to the Covid 19 Pandemic and its management. **I understand that High Borrans cannot issue refunds on individual places should our numbers fall during the 3 months prior to the course**. I agree to the booking conditions above. Please read carefully before signing.

Signed: …………………………………………… Position: ……………………………….……………….

Date: ………………………………………………

**Please return completed form to:** High Borrans Outdoor Education Centre, Windermere, Cumbria, LA23 1JS <high.borrans@northtyneside.gov.uk> 01539442816