



# Booking Form

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**Allnatt:** Swanage  Isle of Wight  School Grounds   
**Type of booking:** School  College/Uni  Group  Individual

**Program name:**

**Price:**

Group Leader:	Leader Email :
Contact Name for Admin:	Admin Email:
Group Name:	Telephone:
Address:	Post Code:

Preferred Dates :	Number of Nights:
Age Range *if school please state year group	
Total Number of group members:	Total Number of additional leaders:

Additional Info: *individual needs e.g. medical, dietary, carers info:	
Additional Info: *programme request e.g. activity sessions, exam board:	

All deposits are non-refundable. Deposits are based on a per person rate of £20 and £40 dependent on length of stay, and after discounts have been applied (+ vat).

Please don't forget that VAT will be added to your per person price. Our terms and conditions are available to download from [www.allnatt.co.uk](http://www.allnatt.co.uk)

You will only have a confirmed booking once you have returned your Deposit and Booking Form.

Your final invoice and pre arrival information pack, will be sent at a later date, normally 6 weeks (40 days) prior to your booking start date.

I am authorised to act on behalf of the group I am booking for. I agree to pay the deposit on receipt of the 'deposit invoice' and I have read the terms and conditions and agree to the arrangements contained.

Signed:

Date:

Position:

# Booking Terms & Conditions

## 1. PRICING

- 1.1. Joseph Allnatt Centres Ltd reserves the right to amend published prices and dates.
- 1.2. The price payable for a booking will be set out in the booking confirmation (subject to adjustments made in accordance with paragraph 3 below).
- 1.3. Prices are subject to Value Added Tax (VAT)

## 2. BOOKING CONFIRMATION

2.1. The Customer acknowledges that once the Booking Confirmation has been signed by the assigned Group Leader and returned to Joseph Allnatt Centres Ltd a binding Contract will immediately come into force between the Customer and Joseph Allnatt Centres Ltd. The Customer warrants that the Group Leader is authorised to sign the Booking Confirmation and acknowledges that it shall be the responsibility of the Customer and the Group Leader to obtain the express authority of each Group Member or their respective parents or guardians for their attendance at the centre, and to ensure that each Group Member and their parent or guardian has been made aware of and complies with these Conditions.

2.2. In the event that Joseph Allnatt Centres Ltd agrees to accept a provisional booking, such provisional booking will be held at the discretion of Joseph Allnatt Centres Ltd, and Joseph Allnatt Centres Ltd shall not be liable to the Customer or any Group Member in the event Joseph Allnatt Centres Ltd is unable or unwilling to provide a Booking Confirmation which incorporates the Customer's requested dates.

## 3. CHANGES AND CANCELLATIONS

3.1. Should the Customer wish to make any alteration to the Booking the requested alteration shall be notified to Joseph Allnatt Centres Ltd in writing by the Group Leader promptly, in which case Joseph Allnatt Centres Ltd may accept such alteration (subject to any increase in the Booking Price, Administration Charges and changes to the Payment Schedule to reflect the alteration) at its sole discretion.

3.2. All itineraries and programmes are subject to alteration due to weather and/or operational factors and without an alteration to the Booking Price.

3.3. The Customer shall be entitled to cancel the Booking in total or for any of the Group Member(s) subject to the Group Leader Providing Joseph Allnatt Centres Ltd with written notice and payment of the Cancellation Charges as outlined below. Depending on the reason for cancellation, you may be able to reclaim cancellation charges, less any applicable excess, under the terms of an insurance policy. Claims must be made direct to the insurance company and not Joseph Allnatt Centres Ltd.

### Change to numbers or cancellation of booking

Less than 21 days to booking:	Reasonable* changes to group numbers - no refund available	Cancellation - no refund available
31 days or more to booking:	Reasonable* changes to group numbers - no deposit refunded	Cancellation - 60% refund
60 days or more to booking:	Reasonable* changes to group numbers - no deposit refunded	Cancellation - 100% refund

\* Joseph Allnatt Centres Ltd will define reasonable on a booking-by-booking basis, though as a guideline, no more than 10% variation on total booking.

3.4. Without prejudice to any other right or remedy available to it, Joseph Allnatt Centres Ltd shall be entitled to cancel the Contract without any liability in the event the Booking Price is not paid in accordance with the Payment Schedule in which case the Cancellation Charges shall apply calculated from the date at which notice of cancellation is given by Joseph Allnatt Centres Ltd.

## 4. PAYMENT, BOOKING PRICE AND PAYMENT SCHEDULE

### Payment and Timescale

Deposit	Short Week (2nights) £20pp Full Week (4nights) £40pp	within 2 weeks of quote within 2 weeks of quote
Final payment:		No later than 40 days prior to booking start date

4.1. Group Leaders are responsible for making all payments to us, Joseph Allnatt Centres Ltd. Please note that, if you are paying via your Local Authority, governing body, central agency, or similar, it is important that you make any necessary arrangements to ensure that all payments reach us within the time limits above, and inform us immediately if known this might not be possible.

4.2. Subject to any special terms agreed in writing between Joseph Allnatt Centres Ltd and the Customer, the Customer shall make payment for the Deposits and the Booking Price as set out in the Payment Schedule. Joseph Allnatt Centres Ltd shall not be bound to send payment reminders and the Customer must ensure that payments are made by the relevant due dates.

4.3. Unless otherwise provided in these Conditions or agreed in writing by Joseph Allnatt Centres Ltd any Deposits (see Deposits above) are non-refundable.

4.4. Final payment will be calculated as the remainder owing i.e. the Booking Price, and minus the Deposit paid. This will not include last minute additions or subtractions (within 1 month prior to booking commencement/start date). Joseph Allnatt Centres Ltd will not recalculate the amount owing using a balance sum including deposits already paid. See 4.2 & 3.3

4.5. Notwithstanding other provisions within these conditions, any increase in the cost to Joseph Allnatt Centres Ltd necessitating an increase in the Booking Price which is a result of any change, which is requested by the Customer or as a result of any delay caused by any instructions of the Customer, or failure of the Customer to give to Joseph Allnatt Centres Ltd adequate information or instructions, shall not entitle the Customer to cancel the Contract on receipt of a written notice of such increase in the Booking Price other than as provided in relevant clauses of these conditions.

4.6. Joseph Allnatt Centres Ltd would normally allow all teacher/adults to attend without charge on a 1:12 ratio and as Joseph Allnatt Centres Ltd deem the number of accompanying adults to be reasonable. This number will be determined by Joseph Allnatt Centres Ltd, who accept that in certain circumstances attending ratios may differ depending upon the needs of the students concerned. As a guide we will apply a free place ratio of 1:12

4.7. When you contact us to make a booking, we act as an agent for the relevant carriers or activity providers which will be disclosed in your documentation. We reserve the right to substitute the carrier or activity provider if necessary. When we have confirmed your booking, a contract exists under which we accept responsibility for the provision of all the services described in our invoice. Joseph Allnatt Centres Ltd prices may include VAT calculated under the Tour Operators' Margin Scheme (TOMS), the conditions of which do not permit us to issue invoices showing VAT as a separate element, nor you to reclaim VAT. Prices to some of our UK destinations do show the VAT element separately which may be reclaimable by you under normal VAT rules. Our prices and invoices will clearly state where VAT is a separate element.

## 5. CUSTOMER'S OBLIGATIONS

5.1. Participation in activities requires the Group Members to be in good health and have a reasonable basic level of fitness. The Group Leader must inform Joseph Allnatt Centres Ltd of any medical conditions prior to the booking commencement start date.

5.2. The Group Leader accept responsibility for the general conduct of the Group Members throughout the duration of the visit and the Customer and the Group Leader shall ensure that:

- a. Teachers and/or other adults accompanying the Group agree to act 'in loco parentis' at all times.
- b. take all reasonable steps to prevent damage to the property of Joseph Allnatt Centres Ltd, or items hired in for the exclusive use of the customer.
- c. all laws and bye laws relating to the consumption of alcohol and tobacco are, at all times, obeyed by the Group Members.
- d. suitable arrangements are made for the exclusion of any Group Member who fails to comply with the provisions of this clause or the reasonable instructions of Joseph Allnatt Centres Ltd.
- e. Joseph Allnatt Centres Ltd is reimbursed in full in respect of all loss or damage caused or contributed to by any Group Member.
- f. all appropriate measures are taken for the protection and security of any valuables, baggage or other personal possessions. Responsibility for which shall remain with the Customer and the Group Members.

5.3. The operation of the Centre building is subject to statutory controls including those relating to fire, licensing, entertainment and safety of equipment, and the Customer and the Group Leader shall ensure that all Group Members and any other visitors or guests strictly observe all such requirements.

5.4. The Customer must advise Joseph Allnatt Centres Ltd at the time of making any Booking or as soon as the Customer becomes aware of any special needs or care requirements required for any Group Member(s).

## 6. LIABILITY

6.1. Any liability of Joseph Allnatt Centres Ltd hereunder (except in respect of death or personal injury caused by Joseph Allnatt Centres Ltd negligence or that of its employees or agents which is not limited or excluded by these Conditions) for any delay in performing or any failure to perform any of Joseph Allnatt Centres Ltd's obligations in relation to the Booking, shall be limited to the excess (if any) of the cost to the Customer in the cheapest available market of similar services to replace those not performed over the Booking Price.

6.2. In all cases except where personal injury, illness, or death results, Joseph Allnatt Centres Ltd liability is limited to twice the Group Member Price paid of the Group member affected.

6.3. Except in respect of death or personal injury caused by Joseph Allnatt Centres Ltd's negligence or that of Joseph Allnatt Centres Ltd's employees or agents, Joseph Allnatt Centres Ltd shall not be liable to the Customer or any Group Member by reason of any representation or any implied warranty condition, or other term or any duty at common law or under the express terms of the Contract for any consequential loss or damage, (whether for loss of profit or otherwise) costs, expenses, or other claims for consequential compensation whatsoever (and whether caused by Joseph Allnatt Centres Ltd's negligence or that of Joseph Allnatt Centres Ltd's employees or agents or otherwise) which arise out of or in connection with the Booking except as expressly provided in the Conditions.

6.4. In these Conditions all warranties, conditions, or other terms implied by statute or common law are extended to the fullest extent permitted by Law.

6.5. The Customer shall indemnify and keep indemnified Joseph Allnatt Centres Ltd from, and against, any and all direct and indirect loss, damage, costs, claims, demands, or liability (whether criminal or civil) arising out of any injury or other loss to Joseph Allnatt Centres Ltd, its employees, guests, visitors, or agents unless Joseph Allnatt Centres Ltd is liable for the same under these Conditions.

## 7. INSURANCE

7.1. Joseph Allnatt Centres Ltd has Public & Product liability insurance with indemnity to the value of £10,000,000. Personal Group Member Insurance cover is not included in the Booking Price.

## 8. FORCE MAJEURE

8.1. Joseph Allnatt Centres Ltd shall not be liable for any delay in performing or failure to perform any obligation or alterations and cancellations due to any cause beyond Joseph Allnatt Centres Ltd's reasonable control including strikes, lock-outs, labour disputes, act of God, war, riot, civil commotion, terrorism, malicious damage, threats to safety, compliance with any law

or governmental order, rule, regulation, or direction, accident, environmental contamination, pandemic, outbreak of disease, breakdown of plant or machinery, fire, flood, storm, difficulty or increased expense in obtaining workmen, materials, goods or raw materials in connection with the performance of this Agreement.

**9. SPECIAL REQUESTS**

9.1 All special requests should be made at the earliest opportunity, normally at the initial enquiry stage, and in writing. Joseph Allnatt Centres Ltd will endeavour to meet all reasonable requirements and notify the appropriate persons accordingly. Failure to fulfil special requests does not constitute a breach of contract unless they have been specifically guaranteed by the company in writing.

**10. PHOTOGRAPHY**

10.1 We often take photographs and videos for promotional and training purposes. Groups may be photographed whilst at the Centre or when taking part in a Teaching Programme. These photos may be used on the Company web site or in a future brochure or publication; they will not be made available to any third Group. If Group Leaders or any member of their Group does not wish to be photographed, the Group Leader must tell the photographer who will always respect their wishes.

**11. DATA PROTECTION**

11.1 We have measures in place to protect the personal booking information and medical details of your Group which are held by us. We do not pass any of your information on to third parties for marketing or other commercial purposes.

**12. GENERAL**

12.1 Joseph Allnatt Centres Ltd may perform any of its obligations or exercise any of its rights hereunder by itself or through its employee's agents or sub-contractors.

12.2 The Contract shall be governed by the laws of England and subject to the jurisdiction of the English courts.