

Activities Booking Form

Please fill in this booking form and send pages 1 to 4 to SCILL, 3 Robin Hood Lane, Surrey, Sutton, SM1 2SW. It is important that you keep the Terms & Conditions included within this booklet to refer back to if required. We will then contact you to advise you of the availability of your choice and possible start dates.

Title	
First Name	
Surname	
Gender	

Address	
Postcode	
Telephone Number	
Email Address	

Emergency Contact Name	
Emergency Contact Telephone Number	

Do you have any disabilities/difficulties that may affect your attendance?

- | | |
|---|--|
| <input type="checkbox"/> No disability/difficulty | <input type="checkbox"/> Mobility difficulties |
| <input type="checkbox"/> Multiple disabilities | <input type="checkbox"/> Visual impairment |
| <input type="checkbox"/> Learning impairment | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Other difficulty or disability, please specify | |

If you have indicated a disability/difficulty a member of staff will discuss your needs with you. If you require help with any personal care, please note there may be an additional charge for this, please see page # of this booklet.

How did you hear about us?

- ☐ Word of mouth (please tick whether this was a: friend/family / paid worker / Council)
- ☐ Website (please specify)
- ☐ Leaflet (please specify where you picked this up from)
- ☐ Presentation (if you can recall, please specify where/when)

Do you have any Medical Conditions?

Please list any medical conditions or medication that may affect your participation (please see Terms & Conditions 3.1)

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What would you like to book?

The following are 8 week courses, please tick which you wish to book.

Activity	Day	Time	8 week Course	Tick to choose
Art	Monday	1.00 – 3.00	£80.00	<input type="checkbox"/>
	Wednesday	10.00 – 12.00	£80.00	<input type="checkbox"/>
Bowls	Friday	1.30 – 2.45	£44.00	<input type="checkbox"/>
	Friday	3.15 - 4.30	£44.00	<input type="checkbox"/>
Digital Photography	Monday	1.30 – 3.30	£80.00	<input type="checkbox"/>
Craft	Thursday	1.00-3.00	£56.00	<input type="checkbox"/>
	Friday	10.00-12.00	£56.00	<input type="checkbox"/>

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Activity	Day	Time	8 week Course	Tick to choose
General Computer Lessons	Tuesday	10.00 – 12.00	£80.00	<input type="checkbox"/>
	Tuesday	1.00 – 3.00	£80.00	<input type="checkbox"/>
	Wednesday	10.00 -12.00	£80.00	<input type="checkbox"/>
	Thursday	10.00 -12.00	£80.00	<input type="checkbox"/>
ECDL Computer Course	Thursday	1.00-3.00	£80.00	<input type="checkbox"/>
1:2:1 Computer Lesson	By Appointment	By Appointment	£18.00 to £23.00 ph	<input type="checkbox"/>
Creative Expression	Monday	10.30 -12.00	£40.00	<input type="checkbox"/>
Darts	Wednesday	1.30-3.00	£40.00	<input type="checkbox"/>
Games	Monday	1.30 - 3.30	£64.00	<input type="checkbox"/>
	Tuesday	10.00 - 12.00	£64.00	<input type="checkbox"/>
	Thursday	10.00 - 12.00	£64.00	<input type="checkbox"/>
	Friday	10.00 - 12.00	£64.00	<input type="checkbox"/>
Nintendo Wii	Tuesday	1.30 - 3.45	£40.00	<input type="checkbox"/>
Active Games	Friday	10.00 - 12.00	£64.00	<input type="checkbox"/>
Gym	Monday	10.00 -12.00	£88.00	<input type="checkbox"/>
	Monday	1.00 - 3.00	£88.00	<input type="checkbox"/>
	Tuesday	10.00 -12.00	£88.00	<input type="checkbox"/>
	Tuesday	1.00 - 3.00	£88.00	<input type="checkbox"/>
	Wednesday	10.00 -12.00	£88.00	<input type="checkbox"/>
	Wednesday	1.00 - 3.00	£88.00	<input type="checkbox"/>
Pottery	Thursday	10.00 -12.00	£80.00	<input type="checkbox"/>
	Thursday	1.00 - 3.00	£80.00	<input type="checkbox"/>
	Friday	10.00 -12.00	£80.00	<input type="checkbox"/>
	Friday	1.00 - 3.00	£80.00	<input type="checkbox"/>

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Activity	Day	Time	8 week Course	Tick to choose
Pottery/Craft Workshop	Wednesday	3.00 – 5.00	£80.00	<input type="checkbox"/>
Cooking (6 weeks)	Monday	1.30 - 3.00	£144.00	<input type="checkbox"/>
	Wednesday	10.00 - 11.30	£144.00	<input type="checkbox"/>
Outreach/ Shopping	One to One by arrangement only		£14.50 per hour	<input type="checkbox"/>

Personal Care Price List

SCILL can offer experienced and trained staff to aid our customers who are attending our classes or activities and who may require support with personal care.

Please tick here if you are likely to need Support Workers to help you with your Personal Care.

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Personal Care with one Support Worker (up to 15 minutes)	-	£5.00
Personal Care with two Support Workers (up to 15 minutes)	-	£10.00
Personal Care with two Support Workers (up to 30 minutes)	-	£20.00
Two Support Workers for transfers not including toileting (for example wheelchair transfers)	-	£8.00

Your Authorisation

I confirm I wish to enrol and agree to abide by the terms and conditions of booking.

Sign:.....

Print:.....

Date:

Terms and Conditions of Booking

These are the terms and conditions upon which SCILL can accept your booking.

1. What is included in the price

SCILL will provide at the stated times

- 1.1 Access to its facilities at the Centre for the purposes of the activity you have booked;
- 1.2 At least one suitably qualified instructor or skilled staff member to run the activity;
- 1.3 Basic consumable materials for use in the session (such as clay for pottery)

2. What is not included in the price

- 2.1. The compulsory induction, before your first gym session (£10 - payable on the day);
- 2.2. Special materials for some sessions (such as cookery ingredients). We will tell you about these beforehand;
- 2.3. Demonstrations from external organisations (payable on the day, but we will tell you about them in advance);
- 2.4. Any personal care needs (such as assistance with using the toilet facilities or feeding), please discuss this with us at your induction as we might be able to arrange some support, although it might entail an extra cost;
- 2.5. One to one support (once again, please talk to us about this);
- 2.6. Parking at the Centre is not allowed, unless you are a blue badge holder.

3. Special requirements

- 3.1. You must tell us about any medical condition or medication that might affect your participation or it is reasonable for us to know, before you commence any activity at the Centre;
- 3.2. You are required to provide us with an emergency contact number in case of ill health etc whilst at SCILL.
- 3.3. Before you can commence your first gym session, you must undergo an induction session with our Gym Instructor to assess your abilities and design a programme suited to your specific requirements;

- 3.4. If you are to undertake any sporting activity (this includes gym sessions) you must return to us our approval form, duly completed by your doctor and wear the appropriate clothing for the specific activity;

4. Payment terms

- 4.1. You have to pay in advance for each course otherwise your application will not be successful.
- 4.2. We accept payment in cash, by cheque (with bankers card) or by on-line banking. We do not accept debit or credit cards.
- 4.3. If you pay on line our details are SCILL Ltd a/c 65200133; sort code 089079. Please give your surname and class (eg smith/cookery) in the description of the payment.
- 4.4. If we have not received payment in advance of the 8 week session group we will be unable to allow you to participate in your chosen activity/class – you cannot join part way through a course.

5. Cancellation

- 5.1. If we have to cancel a session and cannot arrange an alternative at a time to suit you, we will refund your payment for that session.
- 5.2. We reserve the right to cancel your bookings without refund if you breach the House Rules set out in these terms and conditions.
- 5.3. If you are unable to attend your pre-booked sessions (8 weeks) or your short course on health grounds, we will endeavour to fill the space (see terms under 5.4) or alternatively to secure you a place on a subsequent course/8 week sessions. To do this we will need you to provide us with a letter from your doctor or consultant confirming that you were unfit to attend. If either is not possible, SCILL cannot offer a refund.
- 5.4. If you wish to cancel your pre-booked sessions (8 weeks) or short course, SCILL will only offer a refund if the space can be filled by another customer. You will receive a refund, minus a £10.00 administration charge for this. If this is not possible, SCILL will be unable to offer a refund.
- 5.5. If you have booked an open ended course, you must give us 8 weeks notice if you wish to cancel.

6. Data Protection

- 6.1. We will be careful to ensure that we comply with the requirements of the Data Protection Act 1998 in dealing with any personal data relating to you.

- 6.2. In particular, we will not tell anyone about sensitive personal data (which includes data about your state of health) without your express consent.
- 6.3. In addition to the terms of this clause, the personal data will be used and retained for the following purposes:

Keeping adequate records for administrative and commercial purposes;

Advertising and marketing our business, activity and services and promoting public relations (including keeping you informed of developments in the service).

- 6.4. By entering into this Agreement you consent to our retaining and processing your personal data as set out in this clause.

7. Disclaimer

- 7.1. Subject to the next sub-clause, SCILL shall not be liable for any loss occasioned by negligence or any breach of the terms and conditions other than as set out in them.
- 7.2. This clause does not include or limit in any way our liability for death or personal injury caused by our negligence or any other matter for which it would be illegal or unlawful for us to exclude or attempt to exclude our liability.

8. House Rules

- 8.1. Children under the age of 16 are not allowed in the Centre, except for some social events, or to access Sherwood's Café, Self Directed Support or the Information and Advice Service.
- 8.2. Apart from Guide Dogs and Hearing Dogs, no animals are allowed at the Centre.
- 8.3. Individuals need to make their own way to the Centre as transport is not provided.
- 8.4. SCILL are not responsible for monitoring the whereabouts of customers, should they choose to leave the Centre of their own accord.
- 8.5. If we take the view that, whilst at the Centre, you are under the influence or in possession of alcohol or illegal drugs or are otherwise behaving in a way which might threaten or spoil the enjoyment of others, you will be required to leave the Centre. If this behaviour continues over future

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sessions you may be refused entry to the Centre and your booking of any outstanding sessions cancelled without refund.

- 8.6. You must, at all times, follow safety instructions.
- 8.7. Users of the Centre are required to treat staff, volunteers, visitors and customers with respect. This means behaving towards others appropriately and in a sensitive and non-threatening manner and avoiding bad language, sexual innuendo or giving offence. In particular, violence or the threat of violence will not be tolerated.
- 8.8. SCILL understands that all individuals have a right to an opinion, but would request that individuals think carefully prior to discussing opinions and issues which may cause concern or distress to other participants.
- 8.9. SCILL maintains sound and commonsense policies on health and safety, equality of opportunities and inappropriate behaviour at the Centre. You will be expected to conform to those policies and to adhere to SCILL's Values and Principles. Copies of these documents are available for you to read if you wish.
- 8.10. If a complaint is made about a customer's conduct by another user, member of staff or volunteer - a Senior Member of SCILL's management team will investigate and seek to resolve the matter. SCILL has the right to suspend any participant whose conduct is unacceptable.
- 8.11. Sherwoods Café is located on the ground floor of SCILL and is open between 10am and 3pm every day offering hot and cold food and drink. All customers are welcome to order lunch and snacks from the café or bring in their own food. Eating is not permitted in class.
- 8.12. Smoking is not permitted at the Centre. If you wish to smoke you must use the designated smoking area by the fish pond at the rear of the garden.
- 8.13. SCILL has a complaints procedure which is available from the entrance lobby. (If you require assistance to complete the form please ask a member of staff who will be happy to help).