

Stu Meese Outdoor Adventure & Learning

BOOKING FORM FOR INDIVIDUALS & GROUPS



Full name:		Job title:	
Organisation:			
Postal address for certificate:			
Invoice address: (If different)			
Telephone:		Email address:	
How did you hear about SMOAL			
Training course dates:			
Emergency out of hours contact number:			

Which course(s) would you like to book?

Tick Here	Course	Cost	Duration
	Aesthetic Approaches to Outdoor Learning TASTER	£75	0.5 day
	Aesthetic Approaches to Outdoor Learning INTRO	£150	1 day
	Aesthetic Approaches to Outdoor Learning FULL	£250	2 days
	OEAP Outdoor/Environmental Learning Cards	£80pp	1 day
	OEAP OLC pack (state No. Req)	£95	
	OEAP ELC pack (state No. Req)	£55	
	Introduction to MTB	£30pp	0.5 day

Sub Total

I hereby agree to the terms and conditions of this booking:

Signature	Print Name	Date

Terms & Conditions

Please read the following terms and conditions carefully and return the signed booking form agreement to us by post or email. If you have any questions please do not hesitate to contact us.

General Admissions Criteria for ALL courses	Tick
Minimum age of 18 years.	
Good physical condition - able to cycle for 2hrs for MTB	
SMOAL informed of all relevant injuries and additional needs	

Participant information

Personal Information, Consent and Acceptance and Medical Information forms will be sent with your booking confirmation. These need to be completed and handed to the trainer on the first day.

Participants to Trainer Ratio

For the safety of the participants and the quality of the training we insist upon a trainer to participant ratio of:

1:12 for Aesthetic Approaches;

1:4 for MTB

1: 12 for OLC/ELC

What we will provide;

- Qualified instructors at an appropriate ratio;
- Course Material
- A certificate of attendance for participants.

What PPE equipment do you need to provide?

- A helmet and Gloves for MTB
- All outdoor clothing, footwear and personal equipment to be outside for the day in all weathers.

Booking Process & Confirmation;

- Once you have completed and returned your booking form an invoice for the full amount will be raised;
- Your booking will be confirmed within 10 days of receipt of a completed booking form;
- Balance is payable before or on the first day of course;
- Please note: Certificates will not be sent until the final invoice has been paid;
- No contract is made until we acknowledge receipt of the booking form and full payment received.

Payment Method

Terms & Conditions

You can pay for your training course in 3 ways:

- **BACS Transfer** or **Cheque** – made out to Stuart Meese
- **Paypal** - information will be sent on confirmation of booking

Cancellation

- If SMOAL needs to cancel your course we will make a full refund or organise an alternative date;
- Should you need to cancel your booking, you must do so in writing. Your cancellation will **only** take effect from the date that written notice (this can be by email) is received by us;
- In the unfortunate event of cancellation please do so **no less than 28** days prior to course commencement;
- If you cancel more than 28 days prior to the course taking place it may result in a 25% administrative fee being retained;
- In the event of a cancellation giving less than 28 days' notice the full cost of the booking will be charged, unless an alternative date can be agreed;
- In exceptional circumstances we will consider a partial refund but this will be assessed on a case by case basis;

Insurance

SMOAL carries the appropriate insurances to cover all its activities and training, but we recommend you take out appropriate personal accident and cancellation insurance.

Damage/Vandalism/Losses

Please note that you will be charged for all damage incurred beyond what is considered fair wear and tear. Any items of lost equipment will be charged at cost.

Safety

We reserve the right to change, modify or cancel at short notice any activity which we consider compromises the safety of the group, such as clients' ability, equipment, your behaviour, adverse weather conditions etc. This will be carried out in full consultation with the group and may mean that no refund can be given. You and the group need to understand that your actions will contribute to the level of your safety and that of the group.

Contractual Agreement

The signing of the booking form and agreement to the terms and conditions constitutes a contract between you and SMOAL, and is therefore governed by and construed in accordance with English law, being subject to the jurisdiction of the Courts of England and Wales. No variation shall be of any effect unless in writing and by the authority of SMOAL

Overdue accounts

Overdue accounts will be charged 5% per week on all money owed.

SMOAL contact Information:

2 Longfield, Pensax, Worcestershire, WR6 6AH

Tel: +447802 421313

Email: info@stumeese.org