



TERMS & CONDITIONS

1. A 50% Deposit must be received within 2 weeks of booking; the full price must be paid on booking if less than 8 weeks before the event.
2. Payments can be made either by a direct bank transfer, BACS, a cheque made payable to Orbis Outdoor Adventures Ltd, or with a valid purchase order number (**statutory bodies only**). Bank payment details will be on our invoice.
3. Notice to cancel must be received in writing and will be subject to the following charges:
 - More than 6 but less than weeks before – 25% of full fee
 - More than 4 but less than 6 weeks before – 50% of full fee
 - Less than 4 weeks before – 100% of full fee
4. There will be a late payment penalty of 10% of the full booking fee for every month we do not receive full payment after the date of Invoice
5. Orbis Outdoor Adventures Ltd reserves the right to cancel a booking at short notice. In such situations an alternative date will be arranged or a full refund given.
6. By signing the booking form, the signatory accepts responsibility for the positive conduct of all participants in the group.
7. Orbis Outdoor Adventures Ltd reserves the right to charge the group or organisation for the replacement or repair of any property or equipment damaged as a result of the unreasonable behaviour or conduct of any participant in the group.
8. Orbis Outdoor Adventures Ltd accepts no responsibility for any loss or damage of personal items brought on any sessions it provides.
9. Orbis Outdoor Adventures Ltd has full public liability cover and expects that group leaders will ensure they and other leaders have their own appropriate public liability insurance to cover against any claims made against them.
10. Orbis Outdoor Adventures Ltd encourages groups to ensure they have appropriate personal accident cover.
11. On receipt of a booking form and booking fee Orbis Outdoor Adventures Ltd will issue consent and medical forms and kit lists appropriate to the activity booked.
12. Orbis Outdoor Adventures Ltd reserves the right to change the ratios of participants to instructors (normal ratio = 1 instructor to 8 participants + 1 responsible adult for groups under 18 years of age). Reasons for the change will be given on written request.
13. In the case of local or National lockdowns due to Covid-19 then an alternative date will be offered in the first instance. If the event is cancelled then this may be subject to our normal cancellation fees dependent upon individual circumstance and is at the Directors discretion.

I have read and accept the terms and conditions of booking detailed below and I accept that if I cancel the activity I will lose the outlined percentage of the activity fee.

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| Signed | Print |
| Position | Date |