



**GroupTogether Ltd**

*Team Building With a Difference*

**01754 450 203/07949365621**

info@grouptogogether.org.uk

[www.grouptogogetherltd.com](http://www.grouptogogetherltd.com)

## Booking Form

Please complete this form to ensure we have your details correct and we are able to contact you regarding your booking.

<b>Service required*</b>	First Aid Cover: <input type="radio"/> Activity hire: <input type="radio"/> School booking: <input type="radio"/>
<b>Activity/program required</b> <i>(if any)</i>	
<b>Location*</b>	
<b>Date/s*</b>	
<b>Event type</b> <i>(if required)</i>	Registered Charity: <input type="radio"/> Family/community fun day: <input type="radio"/> Private function: <input type="radio"/>
<b>Company/school name</b> <i>(if required)</i>	
<b>Contact name*</b>	
<b>Contact number*</b>	
<b>Invoice email</b> <i>(if required)</i>	
<b>If you are booking us for an event, tell us about your event?</b>	
<b>If you are booking us for your school please tell us about your school values?</b>	

Once this form is completed please email it to: [info@grouptogogether.org.uk](mailto:info@grouptogogether.org.uk)



Proud to have been working with you, for you  
since 2012





**Terms and Conditions**

**Payment**

Full payment is due 7 days before the start date of the training course. A deposit of 20% of the full course price must be paid when booking any of our courses. Payment can be made via BACs, cash or cheque. All payments must be paid in GBP. If payment is not made within the agreed timeframe the course will not go ahead.

**Late Payment**

GroupTogether Ltd reserves the right to charge late payment interest on any outstanding invoice at the rate of 5% above the base rate of HSBC Bank Plc. Where an unpaid invoice is referred for debt collection, the legal costs will be added to the total amount due.

**Events**

At events where GroupTogether Ltd charge members of the public to use our activities, we reserve the right to charge the agreed price for the activity. Donations made at events will be made after the duty manager has cashed up for the day and the agreed percentage will only be given to the agreed person at the event. If a set pitch fee is agreed this will be paid prior to the event and GroupTogether Ltd will reserve all rights to close the activities if staying open becomes unviable.

**School Bookings**

An appointed person of contact will be agreed for the purpose of communicating regarding the booking. Session times and group sizes will be agreed on prior to the start of the session and not be altered without permission from the instructor running the sessions. School staff must be available to assist with any discipline/behavior issues within the session. All documents relating to the session will be the schools responsibility to share with any staff from the school involved with the session.

**First Aid Cover**

GroupTogether Ltd will advise the event organiser of our risk assessment and safety requirements, prior to the start of the event. If these requirements are not in place and public safety is at risk, we will not continue to cover the event.

**Equipment Damage**

Any damages to GroupTogether Ltd equipment whilst out on hire will be billed directly to the person or organisation named on this booking form. Equipment will be checked before and after hire to ensure it is not damaged.

**Cancellation**

Cancellation by GroupTogether Ltd - In the event of GroupTogether Ltd having to cancel a training course, you will receive confirmation in writing of cancellation and a full refund.

Cancellation by a learners or company - In the event of a learner or the booking company cancelling a training course the following will apply:

- All cancellations must be in writing.
- You should try to give as much notice as possible if you need to cancel a booking.
- Cancellation charges are as follows:

At least 30 days' notice before the date of the course: Full refund.

At least 14 days' notice before the date of the course: 50% of the total cost.

7 days' notice or less before the date of the course: no refund given

(where a learner can be substituted for another learner no charges will apply)

**Privacy Policy**

Our privacy policy is available on our website <https://grouptogogetherltd.com/privacy-policy>

*Please note these terms and conditions are to be used in conjunction with GroupTogether Ltd full terms and conditions. It is your responsibility to read through these and sign stating you have read and understood them.*

<b>Name</b>	
<b>Sign</b>	
<b>Date</b>	



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