**Booking Form**

* Please complete the form below (one per person) and pay the required deposit / balance
* Also please read the booking terms and conditions
* Confirmation of your booking and payment will be sent to you along with further course information

|  |  |
| --- | --- |
| **Course title(s)** |  |
| **Course date(s)** |  |
| **Name** |  |
| **Email** |  |
| **Contact number** |  |
| **Address** |  |
|  |  |
| **Date of Birth** |  |
| **Medical Conditions** |  |
| **Emergency contact person** |  |
| **Relationship** |  |
| **Their contact details** |  |
|  |  |
| **Relevant experience** |  |
| **How did you hear about Nature's Work?** |  |

|  |  |
| --- | --- |
| **Total fee** | **£** |

**MTA / BAIML membership number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment may be made by:**

BACS: Address: Santander, 301 St Vincent St, Glasgow G2 5NT

 Account name: Jim Langley t/a Nature’s Work

Sort Code: 09 01 27

Account No: 25548929

**Booking Terms and Conditions**

Before you book please make sure you are happy with our terms and conditions. They have been kept simple and designed to be fair to you and to us. We follow them in all cases. Please read them carefully

**Payment:** The balance is due within 15 days of the course. All telephone bookings are provisional until confirmed in writing or via return of the booking form or payment.

A payment of a deposit or a full course fee is required to secure your booking.

**Cancellation:** In the event of a course being cancelled by us you will receive full refund and we will give you as much notice as is possible. If a course has to be cancelled by us at short notice due to unforeseen circumstances we will make at least two attempts to contact you at the address/telephone/e-mail given by you on your booking form.

We reserve to right to cancel the course at any time.

In the event of a cancellation by yourself, where the cancellation has a minimum of 4 full weeks prior notice, 50% of the fee will be payable/refundable. Where there is less than 14 days prior notice, 100% of the fee is payable and not refundable.

**Late Payments:** Where payments are not received in accordance with the booking conditions, we hold the right to instigate late fee payments of £5 per day late.

**Insurance:** Nature’s Work carries full public liability insurance but we recommend you take out appropriate personal accident and cancellation insurance for your course. Please ensure this covers you for search & rescue and medical emergencies as well as equipment loss or theft. Please check your insurance policy covers you for the activities you will be undertaking on your course. Nature’s Work will accept no responsibility whatsoever in respect of loss or damage to personal property.

**Photography**: We may seek to use photos of candidates for website / publicity purposes. Please advise us if you would prefer images of you not to be used for this.

**Complaints Procedure:** If the buyer has any cause for complaints then please raise the matter immediately with your guide or with the office. If the matter is not resolved then a formal complaint should be made in writing within 14 days of the end of the course. All written complaints will be replied to within 7 days.

***Please return your copy of the Booking Terms and Conditions electronically***

**Acknowledgement of Risk**

Please read the following carefully. It may affect your safety and the safety of others attending the course. Confirming and paying for your course acts as an indication that you have read and understood it. It is merely to make sure you are aware of what you are letting yourself in for! We have taken all reasonable steps to provide you with the level of care and assurances of safety appropriate to these activities.

However, you should be aware that certain inherent risks remain which are integral to the activity, and which cannot be eliminated without destroying their unique character. Amongst other things, some of these risks can contribute to:

• The loss or damage of your personal clothing or equipment,

• Accidental injury or illness which could become very serious.

The level of real (as opposed to apparent) risk associated with these courses is very low. However, the type of risks may be something with which you are not familiar. The level of risk is generally no greater than that associated with, for example, the normal play of an average child, or that associated with normal adult undertaking recreational activities appropriate to their ability, fitness, age, etc.

Things you may encounter may include, but may not be limited to:

* **Rough or rugged terrain**: This may be on mountain or moorland, forestry or agricultural land.
* **Physical effort**: All courses involve physical effort that at times may be more than you are used to. If you have medical conditions or injuries, past or present, these courses may not be suitable for you.
* **Environmental risks & hazards**: These may include such factors as lightening or floods although the more common would be changes in the weather, or unstable or slippery conditions underfoot. Slips and trips - this is the commonest type of accident throughout society and our courses are no exception. We will endeavour to ensure that the consequences of such a slip are not serious but you should be aware that the likelihood of falling over or slipping is likely to be greater than you are used to.

Moreover, given the nature of the environment in which these may occur the situation can compound giving rise to a more serious incident. We have clear obligations and responsibilities and we take these very seriously.

**Acknowledgement**

By booking onto this / these course(s) with Nature’s Work you understand and recognize that:

* The nature of the risks may be different to ones I am familiar with.
* Certain inherent risks remain.