

London Borough of Newham
 Fairplay Outdoor Education Centre
 Fairplay House | Station Road
 Wickham Bishops | Witham | Essex CM8 3JL
 Tel: 01621 891213
 Email: Fairplay.house@newham.gov.uk



CONFIRMATION OF BOOKING FAIRPLAY OUTDOOR EDUCATION CENTRE

Contact Details	
School/Group	
Address	
Telephone	
Trip Leader	Name: Contact details: Has the trip leader visited Fairplay House before? <input type="checkbox"/> yes <input type="checkbox"/> no
Administrator	Name: Contact details:

Course booking			
Type of booking		Fairplay Day Visit	<input type="checkbox"/>
		Fairplay Residential	<input type="checkbox"/>
		In School (Activity Days)	<input type="checkbox"/>
Course Dates	From:		To:
	Time of Arrival		Time of Departure
Course Number			

Group Details	
Total number of participants & Year Group	Male
	Female
Total Number of teachers / adults	Male
	Female

Cost	
Total Cost:	
Initial Deposit:	Initial deposit (20 % of the Total Cost) due within 4 weeks of receiving the Deposit Invoice
Balance:	Full Balance due 12 weeks before the date of your visit
Payments due as follows:	For bookings made within 12 weeks of the date of your visit, payment in full is due with the booking form

A binding contract will exist between us when both parties have signed the confirmation of booking and the confirmation of booking has been returned to you. Please note that no booking is considered confirmed until you have received our signed confirmation of booking form. We will not take any steps to plan your visit before this. We will send the confirmation by e-mail (unless we have agreed to post it to you).

If you think anything is incorrect, please contact us straight away.

Payment, Cancellation and Bookings Policy

Before you sign the Agreement please take the time to check that the information contained in this form is correct and to read our Payment, Cancellation and Bookings Policy.

Please make sure you understand them before you commit yourself to the Contract as these things will form the Contract between us. If you are unsure about anything, please check with us.

Client Agreement

- | | Tick |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| I confirm that I have been given an opportunity to read and discuss with you the Payment, Cancellation and Bookings Policy, and that I agree to be bound by them. I have retained a copy for my records. | <input type="checkbox"/> |
| I understand that if I cancel or amend the booking or the accommodation arrangements, I will be charged according to the cancellations policy. | <input type="checkbox"/> |
| I understand that as a result of our application to attend Fairplay O.E.C, Fairplay O.E.C will collect personal information about individuals in our group so that the Centre can provide the activities we have requested and ensure our safety. | <input type="checkbox"/> |
| I understand that completed documents identified in the Payment, Cancellation and Bookings Policy will be completed and returned to Fairplay O.E.C no later than four weeks prior to arrival. | <input type="checkbox"/> |
| I understand that Fairplay O.E.C will take such steps as are reasonably necessary to control the behaviour of children and young people. | <input type="checkbox"/> |
| I confirm that, as our representative, I will ensure that our Teachers/Visiting Leaders each understand and accept the responsibilities placed on them in their capacity. | <input type="checkbox"/> |
| I confirm that all Teachers/Visiting Leaders have been Police checked and/or are accompanied by a letter of reference from the visiting organisation. | <input type="checkbox"/> |
| I understand that it is the schools responsibility to organise transport to and from Fairplay O.E.C | <input type="checkbox"/> |

Signed by Head Teacher on behalf of **(Insert School /Group Name)** as group representative:

Name (Printed).....

Signature

Date

Signed on behalf of **Fairplay Outdoor Education Centre**

Name (Printed).....

Signature

Date