

## ***Booking Conditions***

### **Booking your course**

- Check availability by telephone
- Ensure you meet any pre-course requirements, including any registration to NGB's
- A deposit of 10% of the full course fee must accompany this booking form. Cheques should be made payable to **Glasgow City Council**
- The balance of the course fee must be received at least four weeks before the start of the course

### **Cancellation**

- If you cancel more than 4 weeks before your course starts, you will forfeit the deposit but any balance already paid, will be returned
- If you cancel within 4 weeks of the course start you will forfeit full fees, unless the place is subsequently filled
- You must confirm your cancellation in writing
- Blairvadach reserves the right to cancel any course up to one week prior to its start date. We will try to offer alternative dates, or a full refund will be given.

### **Safety**

- Adventurous activities by their very nature involve an element of risk. Whilst every effort is made to maintain a high standard of care, risk can never be totally eliminated.
- The signing of the booking form signifies your willingness to comply with any fair and justifiable request made by a member of staff, on the grounds of safety or comfort of other participants.

### **Fitness**

- All courses require of participants a reasonable level of fitness. Any relevant medical condition must be disclosed on the booking form,
- Participants requiring prescribed emergency medication must ensure they bring sufficient with them for the duration of the course. Failure to do so may prevent their participation in their chosen course.
- Anyone who undertakes watersports should be confident in water, and be prepared to cope with possible immersion in cold water.

### **Personal Insurance**

- Course participants are not insured against personal accident, loss or damage. Glasgow City Council carries Third Party Liability insurance. If you require personal accident or cancellation insurance you should arrange this with an independent insurance company.

### **Young people**

- It is a condition of booking, that the parent or guardian of a young child attending a course at the Centre, or a responsible adult known to the child is immediately accessible through the emergency contact shown on the booking form.

## ***Copy for information***

### **Important Information**

Please take a few moments to read this document as it contains information relating to the personal details that you have given us. A responsible parent/carer is requested to explain the content to their child.

### **Data Protection Act 1998 ('The Act')**

This information is provided to you to explain how we may use your details. For the purposes of The Act, the Data Controller of any personal data provided to us in connection with your attendance at Blairvadach is **Glasgow City Council**.

Information provided to us may be held on computer or paper file to enable us to efficiently process your booking. This personal data will be retained for two years (if not updated by a later booking) to ensure that a clear and complete audit trail of your transaction history is retained.

Medical and dietary data will be used solely for the purpose of ensuring your safety and well-being during your stay at Blairvadach.

Blairvadach may also use your contact details to inform you of further opportunities at Blairvadach that may be of interest. If you do not wish to receive further information beyond this booking, please tick here –

Blairvadach will never disclose your personal details to third parties.

You have the right to see what information the Council holds on you and to have any inaccuracies corrected. If you wish to do so please contact the Council's Data Protection Officer.

### **Notes**

- Staff/leaders accompanying groups must bring a copy of the parental consent form for each participant. Staff/leaders are responsible for the pastoral care of their group including overseeing of medication requirements throughout the duration of the visit. They are also responsible for the safe return of their group home at the end of the course.
- The course fee includes all tuition, specialist clothing and equipment. Use of personally provided activity clothing and equipment is at the discretion of the Centre and is used entirely at the owner's risk and liability.

### **Further information**

Additional copies of brochure pages/booking forms can be found on [www.blairvadach.org.uk](http://www.blairvadach.org.uk)

Telephone – 01436 820491 Fax – 01436 820668

Email - [bvprincipal@blairvadach.ea.glasgow.sch.uk](mailto:bvprincipal@blairvadach.ea.glasgow.sch.uk)

Blairvadach Outdoor Education Centre, RHU, Helensburgh, Argyll, G84 8NN