

Booking Form

Course title _____ Dates _____

Course fee £ _____ : _____ Deposit payable £ _____ : _____ Balance to pay £ _____ : _____

Title (Mr/Mrs/Other) _____ First Name _____ Surname _____

Address _____

Post code _____ Email _____

Date of birth (if under 18) _____ Daytime telephone no. _____

Previous experience of the activity/awards held _____

Details of any known medical conditions, allergies, significant disabilities or diets _____

Emergency contact name and number _____

For office use only

Deposit
Date received _____ Amount £ _____ Receipt number _____

Balance
Date received _____ Amount £ _____ Receipt number _____

Method of payment/cheque number _____ Booking Ref No. _____

Pre-course information sent/given by _____ Date _____

Please return the completed booking form and deposit to:-

**The Bookings Secretary
Blairvadach Outdoor Education Centre
RHU, Helensburgh
Argyll G84 8NN**

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.

I acknowledge that:-

- I have read and accept the booking terms and conditions
- I enclose a deposit of 10% of the course fee (cheques payable to **Glasgow City Council**) and undertake to pay the balance of (£ _____) not later than 28 days before the start of the course
- I understand that on certain courses the use of video or digital still photography may be utilised to assist the coaching process. I consent to this and the subsequent retention of any appropriate images by the centre for the promotion of its courses.

_____ (course participant) _____ (Date)

I fully understand the nature of the course applied for and consent to my child/ward taking part. I can be reached at the emergency telephone number for the duration of the course.

_____ (parent/guardian) _____ (Date)