

**Booking Form (Schools/Groups)**

**Education Centre: Bewerley Park OR East Barnby (delete as appropriate)**

Office use only:  
Course Ref No.....

Please use BLOCK CAPITALS

Fields marked \* are essential information.

Acceptance of any booking is subject to receipt by us of your signed booking form.

Please read the terms and conditions overleaf before signing.

Name of School/Organisation * ..... ('the Clients')		
Name of Group Leader * .....		
If a school please state: Year Group * .....	DfES No .....	NYCC cost code .....
Address * .....		
.....	Post Code * .....	Phone no * .....
Email * .....		
Finance email (if different) * .....		

<b>Requested date(s) *</b> please give at least 2 alternatives	
FROM.....	TO.....
FROM.....	TO.....
FROM.....	TO.....

<b>Number of Participants :</b> *(please make as accurate as possible to assist with allocating accommodation)*		
.....* under 18 Male	.....* over 18 Male	.....* Adult Supervisor Male
.....* under 18 Female	.....* over 18 Female	.....* Adult Supervisor Female
To aid us in allocating suitable accommodation, please give details of the additional needs of any participants: .....		
Non NYCC schools will need to pay a 10% deposit on booking		
NYCC schools will need to provide 10% deposit at final confirmation of numbers 6 months prior to attending		
<input type="checkbox"/> I will contact you separately to arrange payment (card / BACS / invoice required) <input type="checkbox"/> I enclose a deposit based on 10% of expected total costs    £ .....		
<input type="checkbox"/> I enclose the full amount of course fees    £ .....		
<input type="checkbox"/> Please invoice me    £ .....		

<b>I request the above booking and agree to pay the fees stated and agree to the terms and conditions outlined overleaf</b>	
<b>PLEASE MAKE CHEQUES PAYABLE TO 'NYCC'</b>	
Signed * .....	Date * .....
Head Teacher / Head of Organisation (as relevant) PLEASE PRINT NAME * .....	

**This booking form, when completed, should be emailed to**

[Bewerley.park@northyorks.gov.uk](mailto:Bewerley.park@northyorks.gov.uk)

OR

[East.barnby@northyorks.gov.uk](mailto:East.barnby@northyorks.gov.uk)

Posted forms and payments should be sent to:

**Bookings**  
Bewerley Park Outdoor Education Centre  
Bewerley, Pateley Bridge  
Harrogate  
North Yorkshire  
HG3 5JB

OR

**Bookings**  
East Barnby Outdoor Education Centre  
Wades Lane, East Barnby  
Whitby  
North Yorkshire  
YO21 3SA

## Booking terms and conditions

### Deposits & payments

As a fully traded service (without subsidy) the following booking terms and conditions will be applied:

Non-NYCC schools will need to pay a 10% deposit at booking (with adjustment at 6 months prior to attending when final numbers are confirmed)

NYCC schools will need to pay a 10% deposit 6 months prior to attending at the point where final numbers are confirmed.

You may wish to obtain small deposits from paying participants before this point.

The balance of fees for all places booked will normally be invoiced at least 3 weeks prior to the visit and payable 14 days before.

North Yorkshire County Council clients may be invoiced after the visit

### Cancellations

All cancellations and any reductions in number of places required must be made in writing or by email to the centre you have booked with

For cancellations and reductions in numbers the following fees based on places booked become payable:

- |   |  |
|---|--|
| (a) more than 6 calendar months before a visit:     | 10% of total cost payable<br>up to 15% reductions in numbers may be accepted without penalty at this point |
| (b) between 6 and 4 calendar months before a visit: | 25% of total cost payable  |
| (c) between 4 and 2 calendar months before a visit: | 75% of total cost payable  |
| (d) less than 2 calendar months before a visit:     | full fees payable  |

### Damages

Clients may become liable for loss or damage to the Centre and its equipment if caused by the group/group members

### Insurance

It is recommended that clients take out suitable insurance to cover personal liability, cancellation by the group or group members due to illness etc. If NYCC schools wish to take advantage of the NYCC Insurance Policy, full insurance details, premium information and application forms can be obtained from NYCC, Insurance Section, County Hall, Northallerton (for the attention of Louise Gigante) Tel 01609 780780