

# Booking Form

## PERSONAL DETAILS

Title \_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_

Age \_\_\_\_ Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

## MEDICAL CONDITIONS, ALLERGIES OR SIGNIFICANT DISABILITIES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AWARDS & PAST EXPERIENCE OF CHOSEN ACTIVITY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## NAME AND TELEPHONE NUMBER OF A PERSON WE CAN CONTACT IN AN EMERGENCY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## COURSE DETAILS

Title \_\_\_\_\_

Dates \_\_\_\_\_

### FEES

The full fee for your booking is due 4 weeks in advance. If the date of your booking is more than 4 weeks away, please send a deposit of 50% of the full booking fee (or 50% of your share of the fee if you are part of a group booking and are paying individually).

The full fee is £ \_\_\_\_\_

I enclose a deposit of £ \_\_\_\_\_

(If more than 4 weeks before the date of your booking)

I enclose the full fee of £ \_\_\_\_\_

(If less than 4 weeks before the date of your booking)

I enclose a cheque payable to IA-Coaching for the appropriate amount

**Please ask your instructor to explain the risks, benefits and outcomes of your activity so that you can make an informed decision about your participation.**

**You should only take part if you understand and accept the level of risk normally associated with the activity.**

I accept that IA-Coaching, is not under any liability whatsoever in respect of loss or damage to personal property, not caused by the negligence or default of IA-Coaching, its suppliers, its agents and employees whilst attending the course.

The information on this form is full and accurate. I accept the statements on this form and the Booking Terms and Conditions (separate sheet).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(Signature of parent, or guardian if participant is under 18.** If the participant is under eighteen years old this form must be signed by a parent or guardian. It is their responsibility to ensure that we receive details of any medical condition or disability. If you are unsure about a conditions' relevance, please call and ask.

# IA-Coaching - Booking Terms and Conditions

## Definitions

**We, Us** means IA-Coaching (A R Pitt T/A)

**You, Your** means the individual or company making and paying for the booking

## 1. Fees

- 1.1 All course fees include VAT.
- 1.2 Your date or course place is booked when we receive a completed booking form and appropriate deposit (unless we agree that a purchase order is to be accepted), and we send confirmation of your booking by post or email.
- 1.3 Places on a course can only be reserved in writing not by telephone.
- 1.4 The balance of the fee is payable 4 weeks prior to the booked course or activity. In the event that the balance is not paid IA-Coaching will have the discretion to treat the booking as cancelled by the client and accept an alternative booking.
- 1.5 The whole course fee is required to reserve a place for any booking made within 4 weeks of the commencement of the course or activity.

## 2. Cancellation by Client

- 2.1 All cancellations must be in writing.
- 2.2 If you cancel your booking we will attempt to fill the cancelled dates or course place.
- 2.3 If we are able to fill the cancelled date or course place, you will receive a full refund less the difference between your booking and the new booking (if the new booking fee is less) and 10% of your fee to cover administration costs.
- 2.4 Refunds will only be made after the start date of the course or activity has commenced.
- 2.5 In the event that the date or course place are not re booked, you will be charged the following cancellation fees:-
  - 2.5.1 60% of the total paid where cancellation takes place up to 8 weeks prior to the commencement of the course;or
  - 2.5.2 75% of the total course fee where cancellation takes place less that 8 weeks before the commencement of the course;or
  - 2.5.3 90% of the total course fee where cancellation takes place within the final 2 weeks before the commencement of the course.

## 3. Cancellation by IA-Coaching

- 3.1 Whilst every attempt is made to ensure that we deliver the service you have booked, IA-Coaching will notify you of cancellation as soon as practicable where cancellation is necessary.
- 3.2 In the event of cancellation you will be offered the choice of the following options:
  - 3.3.1 Full refund of the course fee paid;
  - 3.3.2 Another course on different dates.

## 4. Course Pre-Requisites

- 4.1 By returning a signed booking form and taking part, you accept the inherent risks associated with the activity.
- 4.2 By returning a signed booking form you accept responsibility for ensuring that the necessary pre-requisites of the course are met as defined by:
  - 4.2.1 IA-Coaching;
  - 4.2.2 National Governing Body (where applicable).
- 4.3 If you attend a course without the necessary pre-requisites, IA-Coaching will make every effort to accommodate you on the course; however we reserve the right to either:
  - 4.3.1 Withdraw you from a course in the interest of safety, or where other course members' experience or training would suffer to an unacceptable extent as a result.
  - 4.3.2 In the case of National Governing Body awards you may be allowed to attend the course, but may not gain the desired certification.In either case, no refund of the course fees will be given.