



North

Yorkshire County Council

Children and Young People's Service

OUTDOOR EDUCATION SERVICE

EAST BARNBY OUTDOOR EDUCATION CENTRE

Booking Form Please use BLOCK CAPITALS
Acceptance of any booking is subject to receipt by us of your signed booking form
Please read the booking terms and conditions overleaf before signing

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

Name of School/Organisation ('the Clients')
Name of Group Leader
If a school please state: Year Group DfES No LA No
Address
Post Code Phone no
FAX no email

Requested date(s) please give at least 2 alternatives
FROM..... TO.....
FROM..... TO.....
FROM..... TO.....

Number of Participants : GROUP/STUDENTS | SUPERVISORS/TEACHERS
..... under 18 Male over 18 Male | Adult Supervisor Male
..... under 18 Female over 18 Female | Adult Supervisor Female
Course Outline eg Self Programming, Outdoor Activities, Environmental Studies etc
.....
10% of fees on numbers booked will be due for payment 6 months prior to the course date. Larger deposits may be required from non North Yorkshire County Council clients. The balance will normally be invoiced 3 weeks prior to the visit and payable 14 days before. For NYCC clients the balance may be invoiced after the visit
I enclose a deposit based on 10% of expected total costs £
I enclose the full amount of course fees £
Please invoice me £

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

This booking form, when completed, should be returned (with payment if appropriate) to:
Bookings, East Barnby Outdoor Education Centre, East Barnby, Whitby, North Yorkshire YO21 3SA
OR Fax to 01947 893467

OFFICE USE: FEE: £ PER PERSON
ADDITIONAL TEACHING/OTHER COSTS: £.....

NORTH YORKSHIRE COUNTY COUNCIL
OUTDOOR EDUCATION SERVICE

**BOOKING TERMS AND CONDITIONS FOR BEWERLEY PARK,
EAST BARNBY AND HUMPHREY HEAD CENTRES**

Payment

10% of the full cost of fees (larger deposits may be required from non North Yorkshire County Council clients) for all places booked is payable at six calendar months prior to the start of your booking. You may wish to obtain small deposits from paying participants before this point. If you have any changes to places required you should confirm revised numbers to the Centre concerned at least six months prior to your visit as the County Council may accept a small reduction in numbers without penalty at this stage. NYCC will invoice you for 10% of the fees due six calendar months prior to the visit. 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) for more than 6 calendar months before a visit: | 10% of total cost payable |
| up to 20% 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

Eligibility for free places for pupils at North Yorkshire County Council schools

Pupils on role at NYCC schools visiting the Centres on **term-time weekday courses** from families in receipt of Income Support; Income Based Jobseekers Allowance; Child Tax Credit where the parent is not entitled to Working Tax Credit and whose annual income does not exceed £16,040**; Support under part VI of the Immigration & Asylum Act 1999; Guaranteed element of State Pension Credit, may be eligible for remission of Centre fees. The claims from any group should not exceed the normal percentage within the school

To claim remission schools must send the Outdoor Centre a copy of the letter from their Pupil & Parent Support Unit which confirms that the pupil is eligible for remission at the time of the visit. This must be received by the Centre **prior to the visit** otherwise full fees will be charged

** Figure correct up to 31/3/10