

# BOOKING FORM

Please use one form per person booking. Use block

Only use this form to book standard courses (with instruction) as advertised in the Plas y Brenin brochure. PLEASE USE ONE FORM PER PERSON PER COURSE. If you don't have enough forms, use a photocopy, download a form from our website (www.pyb.co.uk) or contact us for more. Acceptance of any booking is subject to us receiving a signed and completed 'booking form' with payment.

## PERSONAL DETAILS

Title (Ms/Mr) \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_

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

Occupation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

## TELEPHONE NUMBERS (With Codes)

Home \_\_\_\_\_

Work \_\_\_\_\_ Mobile \_\_\_\_\_

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

Do not send course notes - I will download them from www.pyb.co.uk

I would like to receive your regular e-mail newsletter

## SPECIAL DIETARY REQUIREMENTS

\_\_\_\_\_  
\_\_\_\_\_

## MEDICAL CONDITIONS, ALLERGIES OR SIGNIFICANT DISABILITIES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## I WISH TO SHARE A ROOM WITH

(We try to meet these requests, but cannot guarantee to do so)

## AWARDS & PAST EXPERIENCE OF CHOSEN ACTIVITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mountain Training Board registration no. (if applicable) \_\_\_\_\_

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

### EMERGENCY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have had brought to my attention the Terms and Conditions relating to this booking, in particular, those concerning cancellation.

I understand that bookings are accepted on the understanding that Plas y Brenin safety regulations are observed.

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

I have had my attention drawn to the information on insurance cover, terms and conditions. Participation in adventurous activities entails some risk of injury. Plas y Brenin staff are trained and appropriately qualified to run activity sessions and will at all times proceed in a manner to limit the risk of injury. However participants accept that accidents and injury may occur.

## OFFICE USE ONLY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHOSEN COURSE

Title \_\_\_\_\_

Date \_\_\_\_\_

Alternative Date (If the above date is unavailable) \_\_\_\_\_

Residential  Non Residential

## FEES

The balance of your course fee is due 6 weeks before the start of your course. You should send your DEPOSIT along with this form.

The full fee for my course is £ \_\_\_\_\_

I am paying:

- Full Course Fee (If booking is within 6 weeks)  
 £80.00 Deposit (£200 for courses 10 days or more)

We recommend that you take out insurance including cancellation insurance.

Total Payment £ \_\_\_\_\_

## EITHER

I enclose a CHEQUE payable to Plas y Brenin, for the appropriate amount.

OR

I authorise you to charge my CREDIT/DEBIT CARD account with all amounts due, or becoming due, in respect of this booking, as they fall due under the relevant Terms and Conditions of Booking Set out on this Booking Form

OR

I enclose an authorised, official purchase order - please invoice my company directly.



CARD NO.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SWITCH MAESTRO

SECURITY NUMBER (USUALLY ON BACK)

\_\_\_\_\_  
\_\_\_\_\_

EXPIRY DATE \_\_\_\_\_ ISSUE NO/VALID FROM \_\_\_\_\_

Card holders signature \_\_\_\_\_

ADDRESS (if it differs from that given above)

SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

(Signature of parent, or guardian if applicant is under 18. If you are signing for someone under eighteen please check that we receive details of any medical or other conditions which may be relevant. If you are unsure about a conditions' relevance, please call and ask. Any disclosures will be treated in the strictest confidence.)

# TERMS AND CONDITIONS

Please read this section carefully before filling in your booking form.

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## 1 FEES

- 1.1 All brochure courses are exempt of VAT
- 1.2 Places can only be reserved by submitting the following:
  - 1.2.1 A completed booking form & non-refundable deposit of £80.00 for courses 9 days or less in duration or £200 for courses 10 days or more in duration, or;
  - 1.2.2 A completed booking form & a valid purchase order (see note below)
- 1.3 Course places cannot be provisionally booked or reserved by telephone, fax, e-mail or letter.
- 1.4 All balances must be paid 6 weeks prior to the commencement date of the course. If the deposit is paid by credit/debit card, the balance will be automatically debited from your card on the due date.
- 1.5 If a booking is made within the six-week period prior to commencement the whole fee must be submitted upon booking.
- 1.6 NB: An official purchase order must be issued by a recognised buying authority confirming acceptance of our terms and conditions.
- 1.7 An administration fee of £5.00 will be charged for bounced cheques.

## 2 AMENDMENTS BY THE CUSTOMER

- 2.1 Substitution of the original customer for another can be made provided at least 2 weeks notice is given by the substituted customer to the company and the substituting customer satisfies the requirement of the course. All substitutions must be made with the consent of the company with both the substituted and substituting customer being jointly and severally liable for the total course fee as well as an administrative cost of £25.00 per course/substitution.
- 2.2 A customer may apply, in writing, to change course or course dates as long as the original booking is more than 6 weeks from the date of the request. The new course must be one that appears on our website or is in the current brochure. An administrative charge of £25.00 is payable at the time of change.
- 2.3 Any requests to change course or course dates within the 6 week period will be dealt with under the terms and conditions relating to cancellation by the customer.

## 3 CANCELLATION BY THE CUSTOMER

- 3.1 All cancellations must be in writing and acknowledged by Plas y Brenin.  
The financial cost of cancellation is as follows:
- 3.2 Deposits are non-refundable
- 3.3 75% of the total course fee where cancellation takes place less than 4 weeks but more than 2 weeks before the commencement of the course; or
- 3.4 100% of the total course fee where cancellation takes place within the period of 1-14 days before the commencement date of the course; or
- 3.5 100% of the total course fee where cancellation takes place on or after the commencement date of the course.

## 4 CANCELLATION BY THE COMPANY

- 4.1 Whilst every attempt is made to ensure that courses/activities actually run, the company will notify the customer of cancellation as soon as practicable where it believes on reasonable grounds that cancellation is necessary due to dangerous and/or unsuitable conditions for the course/activity.
  - 4.2 The company shall notify the customer of cancellation not less than five days prior to the commencement of the course where numbers as a result of either customer(s) cancellation or booked numbers have failed to reach a workable minimum.
  - 4.3 Cancellation by the company does not affect a customer's right to a refund of travel costs that he/she may have incurred prior to the cancellation and since lost except in the circumstances set out in the clauses 4.1 and 4.2.
  - 4.4 In the event of cancellation customers will be offered the choice of the following options:
    - 4.4.1 • Full refund of the fee paid; or
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