



SCHOOL BOOKING FORM

Name of person organising the booking:	
Name of person at base and home phone number for use in emergency (when school visiting Loch Insh)	
School name, address and contact number:	
Email address:	
Name and address to whom invoices should be sent:	
Arrival date:	
Departure date:	
Breakdown of Children (No. of boys / girls):	
Breakdown of Staff (No. of male / female):	
Deposit enclosed in the sum of:	

PAYMENT TERMS

A deposit of 25%, will confirm the booking. **This needs to reach us as soon as possible, as no bookings are reserved until a deposit is with us by _____**

ALL DEPOSITS ARE NON-REFUNDABLE.

The balance due will be invoiced 8 weeks prior to arrival for **payment 4 weeks prior to arrival.**

ONCE THE DEPOSIT HAS BEEN PAID. THE ORGANISER IS THEN LIABLE FOR THE FULL PAYMENT, UNLESS CANCELLED IN WRITING MORE THAN 4 WEEKS BEFORE THE COURSE/ACCOMMODATION /ACTIVITIES ARE DUE TO COMMENCE. AFTER WHICH NO REFUNDS WILL BE GIVEN.

We strongly recommend you take out group cancellation/medical insurance cover to protect your payment.

OTHER TERMS

You are no longer required to pay a Security Deposit. In the unlikely event of any damage occurring during your stay, the responsibility to pay for damage caused will fall directly with the School.

You or children in your group may be photographed or filmed for promotional purposes. Please ask parents if they have any objection to this.

Please be advised that adventurous activities carry inherent risks that cannot be entirely eliminated without destroying the nature of the activity and whilst they are kept to a minimum they do still exist and by signing this form you show your acceptance and understanding of this.

I confirm that all members of the party are physically fit to take part in the course for which we are applying:

Signature:

Print name:

I certify on behalf of all people included in this booking, by whom I am authorised to make this booking that we have read all booking conditions and agree to abide by them.

Signature:

Print name:

The Company carries 3rd Party Insurance in compliance with the code of Practice.

Voted "Best on the Water" facility in Scotland and "Parcelforce Worldwide Best Small Business in Scotland"

