



Course Booking Form

Outdoor Learning Made Easy Course Booking

To book on a course, please read the booking terms & conditions below and print & complete the following form. The form may be emailed or posted to the contact detailed below. To secure your booking, a deposit of 25% needs to be paid when you submit your booking form. Payment can be made by posting a cheque (made payable to 'Outdoor Learning Made Easy,') to the address below or by electronic bank transfer.

Full payment will be requested at least 14 days prior to the start date of your course.

Your booking will be confirmed once you have completed this form AND paid the relevant deposit.

Please note: By signing your booking form you agree to these terms and conditions and that should you cancel your course, course fees will be charged as follows:

- Cancellation more than 14 days from the course start date: No refund of deposit available. Your registration with us will stay open for 12 months and if you book an alternative date that we are available, we will carry this deposit over to your new booking.
- Payment in full is required at least 14 days prior to your course start date.
- Cancellation less than 14 days from the course start date: No refund available.
- Notice of cancellation must be received by e mail or telephone and arrive not later than 5pm on any working day (Monday - Friday).
- Cancellation by Outdoor Learning Made Easy Ltd: In extenuating circumstances, it may be necessary to postpone or cancel a course / course elements. Students affected by cancellations will be offered alternative dates / courses to attend or a full refund.

Please note: As this course is run outdoors, you (or the course attendee) are expected to wear suitable outdoor clothing for the weather and suitable outdoor footwear. The session will go ahead in poor weather as long as it is safe to do so. In the events of high winds, the session may have to be relocated away from trees and the activities altered. In the events of storms, the session may have to be cancelled if it is deemed unsafe to be outside- we will notify you by telephone asap if this is the case & either issue a refund or provide an alternative date.

Contact Details for booking form and payment:

Email: alex@outdoorlearningmadeeasy.co.uk

Postal address: Outdoor Learning Made Easy, 27 Woodbank Road, Knighton, Leicestershire, LE2 3YQ.

Telephone: 07764 165312

Bank Transfer Details:

Company Name: Outdoor Learning Made Easy Ltd

Sort code: 20 49 17

Account number: 83748251



Course Booking Form

Title of course attending: _____

Date(s) of course: _____

Venue of course: _____

Personal Details

Full name of person attending the course:	
D.O.B. of attendee:	
If under 18, name of parent/ guardian:	
Address:	Postcode
Telephone:	
Email:	
School or establishment name & address (if applicable)	

Emergency Contact Details

Name of emergency contact:	
Address of emergency contact:	
Telephone of emergency contact:	(Home) (Work) (Mobile)
Relationship to attendee:	



Course Booking Form

Medical Details of attendee

Doctor's Name:	
Doctor's Surgery:	
Doctor's Telephone:	

If you have a medical condition please discuss with your family doctor and inform your Outdoor Leader before the course if necessary. Medical conditions would not normally exclude you from participating in and assisting with the activities, but it is important that the Outdoor Leader is made aware. It is important that you bring with you sufficient necessary medication and that we are made aware of this.

	Yes	No	Comments/ Details...
Have you had any serious illness in the last two months?			
Are you recovering from an accident, injury or broken limb?			
Do you have?: Epilepsy, convulsions or absencing			
Diabetes mellitus:			
Asthma:			
Heart Disease:			
Do you have a long term illness or disability?			
Do you have any allergies?			
Are you on any medication?			
Have you been inoculated against tetanus?			
Do you consider yourself to be medically fit?			
Any other medical information which we should be aware of?			

With your consent, we will provide first aid treatment if necessary. An example of items which may be used (this is not an exhaustive list) include: adhesive plasters, wrap bandages, suntan lotion, insect bite/ sting antihistamine, piriton, eye wash, and burns cream. Please indicate if you are willing to be treated and please give comments of any allergies or any that you do not give permission for. *Delete as appropriate.

* I consent for 1st aid treatment/ equipment to be used	* No I do not consent	Comments
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Dietary Information of attendee

E.g. Allergies, vegetarian, etc.

Consent for Photographs of attendee

We may take and use still and video images during our courses for the purpose of evaluation and for producing printed information, displays, presentations, exhibitions, and promotional material (e.g. literature, website). Such images will NOT be used for anything that may cause offence, embarrassment, or distress. Such images will NOT identify anybody by name unless specific permission is sought at the time and no record of names will be kept with any stored images unless specific permission has been sought.

We would be very grateful for your consent to use such images. We take the issue of safety very seriously and are selective in images which we use and keep – but a cheerful, smiling face enjoying an activity is preferable to an unidentifiable person hidden behind a hood.

I have read the above and I *give / *do not give consent to take, store, and use images for the purposes described. *Please delete as appropriate.

SIGNATURE _____ DATE _____

Consent

I understand that Outdoor Learning courses may contain an element of risk, however the level of risks people are exposed to are controlled through risk assessments so that benefits outweigh the normal levels of risk. I understand that the attendee on the course has a responsibility to self-manage a level of their/ my own risk and expected behaviour. I understand that their/ my involvement in Outdoor Learning courses will be withdrawn if their/ my behaviour or conduct threatens my own, or others' safety.

I have read the relevant Course Information with this booking form.

The information I have provided in this form is accurate at this time and I agree to inform the Outdoor Leader as soon as possible of any changes.

NAME _____

SIGNATURE _____ DATE _____