



# Booking Form

Please aim to fill all fields as completely and as accurately as possible.



**Group Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_

## Dates

Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

## Group Numbers

Number of U18's                      Male \_\_\_\_\_                      Female \_\_\_\_\_                      Age Range \_\_\_\_\_

Number of Adults                      Male \_\_\_\_\_                      Female \_\_\_\_\_

Please tick the box that fits your requirements:

Residential Only	<input type="checkbox"/>	Residential and Activities	<input type="checkbox"/>	Activities Only	<input type="checkbox"/>
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Our Activities Manager will contact you to discuss and arrange an activity program if you require one.

*If you would like to, please use the reverse of this sheet to note any specific aims and objectives of your visit and tell us anything that maybe helpful with regards to your group.*

I enclose a non refundable deposit of (25% of estimated cost) £ \_\_\_\_\_  
(Please make cheques payable to BSSL)

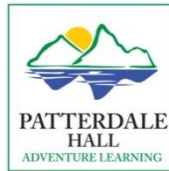
***I have read and agree on behalf of all members of my party to accept Patterdale Hall BSSL booking conditions. I am over 18 years of age.***

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

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

Position in Organisation: \_\_\_\_\_

**You are strongly advised to arrange cancellation insurance.**



### **Patterdale Hall (BSSL) Booking Terms & Conditions**

The contract for hire is between you as hirer and Bolton School Services Ltd (BSSL). The binding contract does not take effect until written confirmation of your booking is despatched from Patterdale Hall. The hirer is referred to as the client throughout. It is strongly recommended that the client takes out their own cancellation or curtailment insurance.

1. HIRE TERMS All hire terms are quoted in £ Sterling. As soon as your booking is confirmed in writing, which will be based on prices current for the period of the booking, the hire terms are guaranteed with the exception of 2 below. For the avoidance of doubt the Contract is between the client and BSSL and any claim for non-payment of the booking price or any part thereof shall be brought against the client. The client shall be responsible for ensuring that it makes all appropriate arrangements for receipt of deposits and any other payments due in connection with the booking.

2. V.A.T. All our terms will be subject to V.A.T. at the agreed national legislative rate in place at the time of supply unless you are an exempt body i.e. Charity, Educational Establishment etc.

3. VISIT dates (provisional) will be held for up to a maximum of 10 days before a completed booking form needs to be received by Patterdale Hall.

4. FIRST DEPOSIT A non-returnable deposit of 25% of the total anticipated booking fee is payable on completion of the booking form. **For the avoidance of doubt the deposit will become due and payable on the receipt of the completed booking form by Patterdale Hall.**

This can be arranged by invoice, for payment by BACS, cheque or by Card payment through our head office at Bolton School.

6. MINIMUM NUMBERS FOR SOLE USE OF THE CENTRE. To guarantee sole occupancy of the Hall you need to book for 45 paying guests.

7. MAIN PAYMENT The payment of the outstanding balance for the booking (total fee quoted minus the deposit) is non-refundable and payable 28 days before the start of your visit. (You are advised to take out cancellation insurance).

8. AMMENDMENTS OR CANCELLATIONS BY YOU: Subject to availability, amendments to your group numbers may be possible up until the start of your course, although we cannot guarantee that we will be able to accommodate you. In the event of a cancellation by you of a paying participant place that is cancelled (to be determined by the date when written notification of cancellation is received by the Centre) the following cancellation fees will be due;

- More than 12 weeks prior to the course commencing - Deposits only (25%)
- Between 12 and 8 weeks prior to the course commencing - 50% of fees due
- Between 8 and 4 weeks prior to the course commencing - 80% of fees due
- Less than 4 weeks prior to the course commencing - Full payment

9. BALANCE OF ACCOUNT Should your numbers increase or other additional charges be incurred during the period of your stay, these will be invoiced after your stay to be paid within 30 days of receipt of the invoice.

10. VERY YOUNG CHILDREN The furniture and fittings are not designed for very young children (defined as less than 5 years of age) and no discount of the full charge may be considered. By arrangement babies not using our bed linen or eating food will be free of charge.

11. PETS Animals are not allowed in the residential centre.

12. UNSUITABLE CLIENTS The right is reserved to decline a booking, refuse admission to or exclude from the centre if in the opinion of the Centre Manager or senior personnel (if the centre manager is not available); the client is unsuitable to take charge or if such behaviour is displayed by the client or members of the clients party that is a cause for concern in the opinion of the Centre Manger. In this case the hire terms paid shall be refunded in full or in part if services have been delivered and the contract shall be discharged without further liability on either party. BSSL reserves the right to repossess the hall and/or any equipment at any time where damage has been caused by the hirer's group or in the opinion of the Centre Manager is likely to be caused by the hirer's group. In such a case BSSL shall not be liable to make a refund of any portion of the hire terms paid.

13. CLIENTS RESPONSIBILITIES The client is responsible for taking reasonable care of buildings, furniture and equipment whilst in residence. You are advised to check on arrival and report any shortcomings, damage or missing items immediately to the Centre Manager. The client must undertake to report and pay for any damage caused. Unsuitable substitutes are not acceptable. All accommodation and the hall's immediate grounds must be left in a reasonable condition before departure. The client shall not be permitted to make any alterations or have nails and screws or any such similar implements driven into the woodwork or plaster of any part of the facilities.

14. CLIENTS PROPERTY BSSL or Patterdale Hall does not accept any liability for loss or damage to personal effects, baggage or vehicles belonging to the client's group.

15. FORCE MAJEURE We will not be liable to pay any compensation if we are forced to cancel or change any aspect of the course due to circumstances beyond our control which we or our suppliers could not have reasonably foreseen or forestalled. Such circumstances include, but are not limited to, war or threat of war, terrorist activity, riots or civil strife, industrial disputes, natural, nuclear or biological disasters, fire, bad weather, closure of airports, ports or stations, cancellation or changes in schedules by air, land or sea carriers.

16. BREACH OF TERMS The directors and officers of the company shall not be personally liable for any breach of the terms of this agreement or any loss arising under the terms hereof. BSSL shall be entitled to terminate this agreement forthwith should the client be in breach of any of the terms and conditions contained herein.

17. COMPLAINTS A comprehensive complaints policy is available on request or from the "Useful documents" page of the Patterdale Hall Website [www.patterdalehall.org.uk](http://www.patterdalehall.org.uk)

18. INDEMNIFY The client shall indemnify and keep indemnified BSSL from and against any and all direct and indirect loss, damage, costs, claims, demands or liability (whether criminal or civil) arising out of any injury or loss to BSSL its employees, guests, visitors or agents unless BSSL is liable for the same through negligence.

19. ERRORS Any typographical, clerical, or other error or omission in any sales literature, quotation, price lists, acceptance of offer, invoice or other documentation issued by BSSL will be subject to correction without any liability on the part of BSSL.

20. AGREEMENT It is assumed by BSSL that the confirmation of your booking by the signing of the booking form implies these conditions have been read and agreed with.

21. It is strongly recommended that insurance is taken out to cover any cancellation or curtailment costs.

22. JURISDICTION The contract shall be governed by the laws of England and subject to the jurisdiction of the English courts.