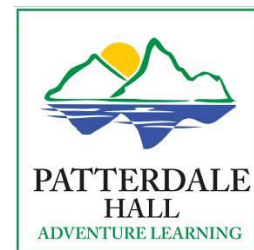




**Creative Writing Week Summer 2019**  
**Monday 26<sup>th</sup> – Friday 30<sup>th</sup> August '19**  
 Suitable for 10-14 Year Olds  
**Booking Form**



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

**Family Name:** \_\_\_\_\_

Contact Name (Parent or Guardian): \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Dates**

Arrive 4pm Monday 26<sup>th</sup> August 2019; depart from 1.30pm Friday 30<sup>th</sup> August 2019

**Attendees Information:**

Child 1 ..... Child Age on 26/8/19 .....

Child 2 ..... Child Age on 26/8/19 .....

The cost of the booking is £400.00 per person. Please send a non- refundable deposit payment of £200.00 to secure your booking. Payment can be made by cheque made out to BSSL, or by card payments to BSSL via 01204 434 729. Payment can also be made by BACS (account details on request) or by ParentPay (Bolton School pupils only). Full payment of the balance is required by 26 July 2019. Please see T&C's overleaf.

Please advise how you will be paying your deposit - please tick as appropriate

Cheque enclosed		Payment by ParentPay		Payment by BACS		Payment by Card	
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By signing this form I consent to my details being kept on file at Patterdale Hall and Bolton School and used for communication purposes regarding this booking:

I am happy to receive further communications and updates from Patterdale Hall from time to time (please tick the box)	
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**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: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

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

You are strongly advised to arrange cancellation insurance. Please see full terms and conditions attached.

***Please complete and return this form to:  
Patterdale Hall Residential Adventure Learning Centre, Glenridding, Penrith, Cumbria, CA11 0PT***

## 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 on behalf of BSSL. 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 are as stated on the booking form and are as advertised for Multi Activity Summer Course. Booking dates are not transferable.

4. FIRST DEPOSIT A non-returnable deposit of £200.00 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 paid by BACS (account details available on request) or by Card payment through our Finance Office at Bolton School (Tel: 01204 434 729) or by cheque made out to BSSL and sent to Patterdale Hall, Glenridding, Penrith, Cumbria, CA11 0PT. Pupils at Bolton School can also pay by ParentPay.

5. 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).

6. CANCELLATION BY YOU In the event of a cancellation by you of the participants' place on the course (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 4 weeks prior to the course commencing - Deposits only (50%)
- Less than 4 weeks prior to the course commencing - Full payment

7. The hirer is responsible for providing BSSL (Patterdale Hall) two weeks prior to the course start date with all the information requested by Patterdale Hall (BSSL). This will include up to date dietary information including food intolerances and allergies.

8. 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 part or if such behaviour is displayed by the client that it is a cause for concern in the opinion of the Centre Manager. BSSL reserves the right to repossess the hall and/or any equipment at any time where damage has been caused by the client or in the opinion of the Centre Manager is likely to be caused by the client. In such cases BSSL shall not be liable to make a refund of any portion of the hire terms paid.

9. 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. Blue-tack and cellotape or any such similar implements driven into/stuck on to the woodwork or plaster of any part of the facilities.

10. 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.

11. LOST PROPERTY It is the client's responsibility to ensure that all personal property is taken away at the end of their stay at Patterdale Hall. The onus is on the client to contact Patterdale Hall should they believe any items have been left at the Hall. Should the client wish any items of property to be returned to them postage and packaging will need to be paid in advance direct to BSSL. As a guide small packages will be charged at £5.00 per package, medium packages at £10.00 per package and large packages at £15.00 per package as a minimum. The exact price will depend on the size and weight of the item. It may not be possible to post some large items. The final decision will be made by the Patterdale Hall Management Team. Lost property will be kept for 14 days. If it is not claimed within this time frame the lost property will be given to charity

12. 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.

13. 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.

14. 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)

15. 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.

16. 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.

17. 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.

**18. It is strongly recommended that insurance is taken out to cover any cancellation or curtailment costs, any personal liability or personal injury.**

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

20. DATA PROTECTION: BSSL complies with the General Data Protections Regulations. A copy of the General Consent Form information will be stored securely for legal reasons for 6 years after a child's 18<sup>th</sup> Birthday at Patterdale Hall, for further reference should the need arise, at which point it will be disposed of in accordance with the GDPR. A copy of the BSSL Privacy Policy is available on the "Useful Documents Page" [www.patterdalehall.org.uk](http://www.patterdalehall.org.uk)