



c/o Between the Rocks and the Sea, 22 Achtoty, Aird Skerray, By Thurso Caithness KW14 7TH  
 Tel: 07735389804 Email: info@wildwoodactivities.co.uk

**Wild Wood Activities Booking Form** *this is a 3 page document*

To avoid disappointment and to guarantee your booking, please complete, sign and return this booking form together with deposit (if this option is available) or full payment to Wild Wood Activities. We recommend you also keep a copy. You will then receive a confirmation email. Following any booking enquiry, we can only hold dates/places open for a maximum of one week.

**About you:**

Your Name: \_\_\_\_\_ Your Role: \_\_\_\_\_

E-mail (this email will be used with reference to the booking):

\_\_\_\_\_ Tel. no. (mobile) \_\_\_\_\_

**About your organisation/ setting:**

Organisation/ setting name: \_\_\_\_\_

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

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

Emergency contact name \_\_\_\_\_ Role \_\_\_\_\_

Emergency contact tel.no \_\_\_\_\_

**About your booking** *(please contact Lauren Stevens first to confirm details):*

| Booking date | description | Times (eg. 10-12) | Location |
|--------------|-------------|-------------------|----------|
|              |             |                   |          |
|              |             |                   |          |
|              |             |                   |          |

Please outline below your aims for this booking. This helps us in our planning and delivery.

Any special requirements: how can we accommodate you?

**Consent:** These sessions may involve being in the woodland or outdoor environment and participating in woodland Activities possibly including fire, hand tool use, shelter building, foraging, team games etc. By signing this form, you indicate that you give consent for yourself/your team/your client group/your pupils/volunteers/support workers to participate in these activities.

Do you consent to photos being used for Wild Wood Activities publicity? Yes no

How did you hear about Wild Wood Activities? \_\_\_\_\_

Would you like to hear more about Wild Wood Activities Courses and events?

How?    Email/ newsletter    telephone    post    website postings

**Payment:** Payment can be made via Bacs transfer: Santander sort code 09-01-28 a/c no. 52722715. Please reference your payment with your name/ organisation name and the booking date and/or invoice number if available eg: L Stevens 01012013 inv. No. 485. Please make cheques payable to Wild Wood Activities.

Full payment has been made by bacs transfer Y/N (delete as appropriate)

ref: \_\_\_\_\_

OR/ Full Payment included with this form: Y/N (delete as appropriate)

**Wild Wood Activities Terms and Conditions for Bookings (please read, sign and keep a copy for your records)**

**Booking:** You can make a booking and/or book a place on our events and courses by completing the relevant booking form and sending or transferring payment (either deposit or full amount if a deposit is not an option). We will then confirm your booking. Any agreements and stipulations made upon booking must be adhered to by both parties (Wild Wood Activities and the client).

**Cancellation of bookings by Wild Wood Activities**

1. If there are not enough bookings for an event to be viable by 14 days before the commencement date (please see activity-specific information), Wild Wood Activities will cancel or re-schedule the event and notify by email all those who have booked. Any required refunds will be made by cheque through the post.
2. If Wild Wood Activities has to cancel a course or booking at short notice due to poor weather, illness or any other circumstance. Wild Wood Activities will notify the course members by phone or email and refund payments unless an alternative date can be scheduled.

**Client Cancellation of a booking**

1. All deposits paid are non-refundable. All deposits are a minimum of 50%. Some services such as birthday parties may not have the deposit option.
2. If you cancel the booking more than 28 days before the start date and have paid the deposit, Wild Wood Activities will not charge you for the balance amount. If you have paid the amount in full, 50% will be retained by Wild Wood Activities and the remaining amount will be returned to you by cheque.
3. If you cancel the booking less than 28 days in advance of the course date, you will be liable to pay any remaining balance due to make up the full amount.
4. You are required to pay any remaining balances 4 weeks in advance of the booking start date. You will be invoiced for this by email. If payment is not received, you may forfeit your booking and also your deposit.
5. If you are cancelling due to illness and it is less than 28 days before the commencement date, we will retain the full fee. If it is more than 28 days before, we will retain the deposit and refund any extra money paid.

**Limitation of Liability:** Wild Wood Activities' liability, if a booking has to be cancelled, is limited to whatever sum of has been paid for the course fee or deposit as advertised and excludes any other expenses which may have been incurred.

**Contact:**

Lauren Stevens  
Wild Wood Activities  
c/o Between the Rocks and the Sea, 22 Aichtoty, Aird Skerray, By Thurso Caithness KW14 7TH  
Tel: 07735389804 Email: info@wildwoodactivities.co.uk

**To my knowledge, the information provided on this form is accurate. By signing this form, I agree to all the terms and conditions outlined on this booking form and in the Wild Wood Activities booking information document.**

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_

*Once this form and payment has been received by Wild Wood Activities, you will be emailed any relevant booking information. Thank you very much for your booking, the Wild Wood Activities team look forward to seeing you in the woods soon!*