**COURSE DETAILS:**

**PARTICIPANT BOOKING FORM**

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| --- | --- |
| Course Title: |  |
| Course Date(s): |  |

**PARTICIPANT DETAILS:**

|  |  |
| --- | --- |
| Full Name:  |  |
| Date of Birth: |  |
| Address: |  |
| Telephone Number: |  |
| E-mail address: |  |
| British Canoeing/SCA Membership number (if applicable): |  |
| Previous Experience: |  |

**MEDICAL and EMERGENCY CONTACT DETAILS:**

|  |  |
| --- | --- |
| Details of any relevant injuries, medical conditions or any medication being taken regularly:(*This is dealt with in the strictest confidence)* |  |
| Name of Next of Kin (to be contacted in an emergency), and relationship to you: |  |
| Next of Kin contact number(s): |  |

**PARTICIPATION STATEMENT (please read and sign or print your name below):**

By signing (either with electronically printed name or paper signature), you are confirming that:

1. You have read and fully understood the booking conditions outlined overleaf on pages 2 and 3 of this document.
2. You have read and fully understood the “COVID-19 Policy and Procedures” document, and agree to abide by these policies and procedures.

This form, along with any personal details, will be held in confidence in accordance with the latest GDPR legislation. Please return this form to info@rapid-development.co.uk on completion.

Sign/Print Name: Date:

**BOOKING TERMS and CONDITIONS**

***Please read carefully***

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**On receipt of a completed signed booking form (either with electronically printed name or paper signature), you confirm you accept the following terms and conditions**

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**1. Assumed risk**

Paddlesports and adventure sports will always carry an element of risk. Every attempt is made to minimise these risks by Rapid Development staff with best practice, though they can never completely remove them.  On booking any course or trip, participants agree to accept these risks and that accidents and injuries may happen.

**2. Safety**

Participants must obey and follow all instructions, procedures and regulations given to them by Rapid Development staff.  Deliberate failure to do so will result in the booking contract by null and void, and Rapid Development staff will not accept any responsibility of any subsequent consequences.

Rapid Development staff reserve the right to cancel a course should any environmental conditions be inappropriate or they deem anything to be unsafe.

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**3. Equipment**

Unless specifically stated and arranged, we are unable to provide equipment for our courses.  We can however, either put you in contact with equipment providers and hire companies, and/or sometimes arrange this for you at extra cost.

All equipment brought to Rapid Development courses must be fit for use and appropriate for the activities involved in the course.  Rapid Development staff reserve the right to cancel any booking should equipment be improper or unsafe to use and an alternative be unable to be sourced, and we reserve the right to make this judgement.

Rapid Development cannot accept responsibility for loss or damage of any equipment belonging to a participant or third party.

The candidate is responsible for the safeguarding any equipment borrowed from Rapid Development or through a company arranged by Rapid Development.  We reserve the right to charge participants for any damage beyond wear and tear.  We reserve the right to judge what level of damage has occurred.

**4. British Canoeing Courses**

British Canoeing courses often require specific environmental conditions.  As such, Rapid Development staff reserve the right to cancel the course should these conditions not be forecasted.

It is the candidate and participant's sole responsibility for ensuring they have the necessary pre-requisites for their course, as well as any paperwork, logbooks or registration certificates.  Rapid Development staff are not responsible for any candidate's failure to adhere to this, and reserve the right to cancel their booking on a course, with no refund, should a candidate be in void of these conditions.

**5. Under 18s**

Participants who are under the age of 18 at the time of the course, MUST be accompanied by a parent or guardian.  In addition, a booking form for the individual Under 18 must be completed and signed by the parent or guardian.

Please be aware British Canoeing courses do carry minimum age requirements.

No participants under the age of 14 are permitted on any course.

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**6. Skill Level & Ability**

If you are at all unsure as to whether you have the required skill and ability for a course, please contact us to discuss this.  Rapid Development will offer clear expectations of skill and ability for all courses at the time of booking.  We reserve the right to cancel a booking, with no refund, for a participant who is not at the required level for the course, and is putting other participants at potential risk or affecting their performance, enjoyment or progression on the course.  We must hasten to add, this is exceedingly rare, and every effort will be made to ensure all participants are able to gain benefit from any course.

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**7. Availability and Minimum numbers**

All courses have minimum and maximum ratios set to them.

Should the course be full, you will be offered either an alternative date or a place on the waiting list at no charge.  The waiting list operates on a "first-come-first-serve" basis.  Should a place become available, we shall make contact with you to complete the booking.  At this stage, deposit must be received within 7 working days, or your place on the course may be lost.

All courses require minimum numbers in order to either be financially viable or to comply with British Canoeing policies and procedures, or both.  Should a course be cancelled due to this minimum number not being reached, you will be given a refund of your deposit.  Balances will only be sought once minimum numbers are reached

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**8. Accommodation**

Accommodation is not offered on our courses unless otherwise stated.  We can however point you in the direction of good quality accommodation that is appropriate for your course. We recommend you arrange accommodation which is refundable, or you can claim the fee back somehow in the event of cancellation.

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**9. Transport**

Transport is not offered on our courses unless otherwise stated.  On certain guided trips, transport to venues may be offered, but this will be stated clearly at the time of booking as being included - all other courses it is not available.  We can however offer advice on transport and travel options for your course, and are happy to do so.

Rapid Development does not accept any responsibility for damage to vehicles, or for the results of any vehicle accidents involving any participants during a course.

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**10. Food**

Food is not provided on our courses unless otherwise stated.

It is essential participants have required food for the activity.  Rapid Development staff reserve the right to cancel a booking, should they believe lack of food on behalf of the participant may jeopardise safety.

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**11. Personal Property**

Rapid Development cannot accept responsibility for any loss or damage of any personal property during a course.

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**12. Photographs and Media**

Rapid Development reserves the right to take media (photos and videos) of course participants and use these as marketing tools.  Any images or videos will be the property of Rapid Development.  Should you wish any image or video of yourself not to be taken, or not to be used as marketing (e.g. on social media), you must let Rapid Development staff know.

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**13. Booking and Consent Forms**

Booking and Consent Forms must be completed, signed (electronically or paper) and returned to Rapid Development by post or e-mail.  This confirms participants' acknowledgement of these terms and conditions.

Medical Information must be declared within these forms, and it must be honest and accurate at the time of writing.  Any relevant medical information in addition to this, must be declared to the coach/guide during the course.  All information (verbal or written) will be held in confidence and held in according to current Date Protection law.

Rapid Development does not accept any responsibility for any participants who fail to declare relevant medical information, and we reserve the right to cancel a booking should staff feel they are being dishonest with any information.

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**14. Payment**

Payments can either be made by BACS transfer (preferable) or via cheque and post.  Details will be given by e-mail at the time of booking.

A deposit of £50 or 25% of the course fee (whichever is greater) is required to secure a place on a course.

The full balance for the course will be required 4 weeks before the course start date.  Failure to do so may result in cancellation of the booking.

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**15. Cancellations**

We strongly advise that you take out cancellation insurance for your course.

In the event of cancellation by the customer/participant a month or more prior to the course start date, any monies will be fully refunded.  Should cancellation by the candidate occur within a month or less of the course start date, Rapid Development reserve the right to retain the deposit for the course will be lost.  Should cancellation by the candidate occur within 2 weeks or less of the course start date, Rapid Development reserves the right to retain the full course fee.

In the event of cancellation by Rapid Development, a full refund of the course fee or alternative date will be offered to the customer/participant.  We reserve the right not to refund any other financial loss to the candidate (e.g. travel costs, accommodation costs etc.)

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