

Corporate Away-Days Booking Form

Outdoor Activities



Company Name										
Contact Name										
Address										
Invoice Name and Address (if different)										
Telephone	Landline:			Mobile:						
Email										
Name of contact on the day (if different)				Mobile:						
Type of hire										
Where did you hear about us?	Leaflet	<input type="checkbox"/>	Previous customer	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Website	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>

Hire Details:

Dates of Hire	
Activity	
Expected timings	
Costs	Team building activity @ £40+VAT per person
Number of participants	<i>Please complete:</i>
Dietary requirements (if applicable)	<i>Please indicate the number of vegetarians, vegans, coeliacs and any other dietary requirements</i>

Extras Required	Extra equipment details	Cost
	All must be requested at least 6 weeks prior to the Hire.	

This Booking Form must be completed and signed in association with reading and accepting the Corporate Away-Day Terms and Conditions. A non-refundable deposit of 50% of the total expected cost will be due at the time of booking.

Declaration: I declare that I have read and understood the documents and confirm my booking under their conditions and paid the non-refundable deposit.

PRINT NAME:		SIGNATURE:		DATE:	
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Earth Trust Corporate Away-Days

Terms and Conditions



1. Introduction

Earth Trust is looking forward to welcoming your group for your forthcoming away day. The following document sets out what you can expect from your time with Earth Trust, the safety measures in place around our site and the responsibilities we have undertaken to ensure a safe and happy visit. This document also lays out our expectations of your group for the duration of your time with us and the terms and conditions of booking we require you to comply with.

2 Visit Agreement

This section sets out the responsibilities of Earth Trust personnel and those of your group during your time on the Earth Trust Farm.

a. Responsibilities of Earth Trust

Earth Trust is committed to providing a well organised away day which is enjoyable and safe. Earth Trust will provide an experienced and knowledgeable activity leader, who will:

- ✓ Ensure visitors achieve the objectives as requested when booking their away day.
- ✓ Ensure that all staff are fully briefed on the activities they will be undertaking.
- ✓ Open and close the premises as required
- ✓ Ensure that all items hired from Earth Trust are available
- ✓ Ensure that all refreshments agreed within the booking are supplied at the requested time.

b. Payment

- ✓ A non-refundable deposit of 50% of the expected cost of the visit will be due at the time of booking – the booking will not be considered confirmed without payment of the deposit.
- ✓ The balance of payment must be paid not less than 24 hours prior to the arrival of your group.

c. Responsibilities of the Individual

Responsibility lies with the Individual for:

- ✓ Alerting Earth Trust of any specific health requirements of visitors (e.g. problems with mobility, asthma, allergies and pacemakers).
- ✓ Bring a packed lunch (unless food provision is an agreed part of the day's activities).
- ✓ No alcohol will be consumed during the away day.
- ✓ Smoking is not permitted on any Earth Trust premises or land. There is one designated smoking area outside the Courtyard.

d. Unsuitable Behaviour

The vast majority of visitors to Earth Trust behave impeccably. However, a small minority can spoil the enjoyment of others with inappropriate behaviour. Earth Trust staff will intervene and reserve the right to terminate the activity if such behaviour:

- ✓ Places the safety of visitors and staff at risk
- ✓ Involves threatening or abusive language aimed towards Earth Trust staff
- ✓ Could cause damage to equipment, buildings or the natural environment.

e. Damage

In the event of damage to furniture, furnishings, fittings, equipment, landscape or property of Earth Trust, during or attributable to the period of use, the cost of rectification as reasonably assessed by Earth Trust must be paid in full within 14 days of notification.

f. Personal Property

Earth Trust cannot provide locked storage for personal items. All visitors are recommended to leave valuable items at home, or should they be required, ensure they can be carried with you during your away day activity. Please note that Earth Trust will not be liable for any loss, damage, and theft or otherwise of goods belonging to your group during their visit.

g. Photography

Earth Trust is very happy for you to document your time with us and take photographs of your group. We would ask that:

- ✓ Any photographs taken contain only members of your group and your Earth Trust activity leader; no members of any other group on site.
- ✓ Earth Trust would be grateful for copies of any photographs taken, which we reserve the right to use for marketing purposes.

3 Earth Trust Health and Safety Information

a. Risk Assessment

Earth Trust will complete a risk assessment prior to each away day, to identify and mitigate any significant foreseeable risks – a copy of which will be available to you prior to arrival.

b. Access

The Earth Trust Centre is accessible for wheelchair users but please be aware that full access to all areas of the Earth Trust Farm will not be possible for such visitors due to the nature of the terrain. Please make it clear at the time of booking if there are visitors with mobility needs in your party and Earth Trust will endeavour to ensure the away day plans accommodate all the needs of your group.

4 Recommended Clothing and First Aid

Earth Trust recommends that away day visitors wear sturdy outdoor shoes, long sleeves and have legs covered for activities taking place around the Earth Trust Farm. Should specialist safety equipment be required for the activities undertaken then Earth Trust will provide it.

- ✓ The Earth Trust activity leader is a trained first-aider and there are additional first aid trained members of staff on site and first aid kits available in the Earth Trust centre.
- ✓ Earth Trust reports and records all incidents as per our policy; however, Earth Trust encourages visitors to also follow their company incident reporting procedures as well.

5 Contingency and cancellations

Earth Trust's mission is to connect people with nature and as such the vast majority of your away day with us will be spent outdoors. We operate a 'whatever the weather' policy on our activities, however, in the case of an extreme weather event or other such exceptional circumstances Earth Trust reserve the right to postpone or cancel your booking. Should a cancellation by Earth Trust be necessary, all monies paid will be refunded, but Earth Trust shall not be be under any liability to the hirer for any loss or damage sustained arising out of such circumstances.

Should you need to cancel your visit, please inform Earth Trust in writing as soon as possible. Our cancellation policy is:

8 days' notice and over: The non-refundable deposit of 50%.
7 days and under: 100% of the total booking cost

6 Insurance

Please provide confirmation of your public liability insurance (£2 million), to cover any damage to Earth Trust property, prior to your group's arrival at Earth Trust.

7 Complaints

In the event that you are unhappy during your visit, you are encouraged to raise any concerns with the Earth Trust activity leader, so that adjustments can be made immediately. Earth Trust welcomes feedback and you will be sent a feedback form after your visit. However, should you wish to make a formal complaint, please contact:

Laura King – supportus@earthtrust.org.uk

We look forward to welcoming you to the Earth Trust Farm

Should you wish to discuss anything with regard to your visit please contact:

Laura King - T: 01865 409426 **E:** supportus@earthtrust.org.uk

Travel to the Earth Trust Centre

