



## THE ADVENTURE CENTRE

### Kelly Enterprises

## BOOKING TERMS

- 1 'The Adventure Centre' and 'Parkwood Management Centre' are trading names of 'Kelly Enterprises Ltd'.
2. Booking Forms establish the contract between the booking organisation and Kelly Enterprises Ltd.
3. Prices indicated are for groups of 15 or more.
4. Courses are only considered confirmed once the deposit payment has been received into our bank.
5. Full and final payment is due prior to course commencement as indicated on our invoices. We reserve our right to charge interest on late payment

#### 6. Cancellation Charges.

The person who has made the booking must give notice of cancellation in writing. The cancellation date will be taken from the GPO postmark relating to the cancellation letter and the following cancellation terms will apply.

0-7 working days	100% payable	31-60 working days	25% payable
8-14 working days	75 % payable	61 days or more	Loss of deposit
15-30 working days	50% payable		

7. The above cancellation charges apply to whole groups and to individuals within a group.
8. Should Kelly Enterprises cancel any course prior to commencement due to unforeseen circumstances a full refund will be given without further obligation.
9. It is strongly advised that groups or individuals take out adequate insurance cover to protect against cancellation.
10. Kelly Enterprises carries full Public Liability Insurance, details of which can be provided upon request.
11. Kelly Enterprises cannot be held responsible for any loss or damage to personal property or personal injury howsoever caused. It is strongly recommended that groups or individuals take out adequate insurance cover to protect against such cases.
12. Any person leaving a course of their own choice or those required to leave by the Centre Manager for reasons of safety will not be entitled to a refund.
13. Every effort will be made to follow the agreed programme. However, our courses are designed to be flexible to meet the needs of the group as they arise and such changes will be discussed with the group leader. Changes may also be necessary for reasons out of our control where we will endeavour to find a suitable replacement activity.

#### Course Times and Duration

1. A Monday to Friday course (or any other five day period) will usually run from 1200 on Monday to 1500 on Friday.
2. A Friday to Sunday course (or any other three day period) will usually run from 1600 on Friday to 1600 on Sunday.
3. There is some flexibility in these timings if groups wish to arrive or depart at slightly different times by arrangement with The Adventure Centre.
4. Additional days or part thereof will be charged at the current daily rate as indicated on the price list.
5. For course organisers collecting fees off participants please ensure you have a written quote from The Adventure Centre before setting your charges.