



Unit 5, Castlebrae Business Centre Peffer Place Edinburgh EH16 4BB  
Tel; 0131 652 1557 Fax; 0131 652 2365

**BOOKING FORM - ACTIVITY SESSION(S)**

**GROUP NAME:**

**ORGANISATION:**

**CONTACT NAME:**

**E-MAIL**

**POSTAL ADDRESS:**

**POSTCODE:**

**TELEPHONE NO.:**

**NUMBER IN GROUP:** Under 12s ..... Youths (12-18) ..... Adults .....

**BOOKING DETAILS**

<u>DATE</u>	<u>TIMES</u>	<u>ACTIVITY</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....

**DO YOU REQUIRE A MINIBUS:** YES / NO

I have read and agree to the booking conditions as of March 2008.  
I confirm that I have authorisation to approve payment for this programme.

If you are a representative of the City of Edinburgh Council, Department of Children and Families, you should have completed all necessary EEI forms and been granted authorisation for this programme of activities.

Signed ..... Date .....

Position in organisation .....

## CONDITIONS OF BOOKING

(REVISED MARCH 2008)

1. Capro reserves the right to change the level of activity if the instructor feels the group/individual is not at the level indicated.
2. Capro reserve the right to change the activity/venue if the instructor feels the weather or other influencing factors necessitate.
3. Groups/individuals will be charged for non-accidental damage to or loss of equipment.
4. Bookings must be on the appropriate form at least 1 month prior to the start of course. Without a booking form no course dates can be confirmed.
5. If paperwork is not returned 1 week prior to start of programme the course may be cancelled and you will be liable to full costs (see 7)
6. Bookings will be confirmed in writing once a booking form is received. A member of our staff will then contact you to discuss your programme needs.
7. In the event of cancellation by yourself, the following charges will be made:

8 to 30 days	50%
7 days or less	100%
8. Notification of cancellation or changes to bookings must be made in writing. The exact date of cancellation will be taken as the day that our office receives written notification.
9. Some costs, i.e. residential charges may be payable in advance.
10. Invoices will be issued at the end of each course. Payment is due within 30 days.