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| **Outdoor Education Fife**  Group Enquiry Form |  |
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| **Booking Details** | | | | |
| **Group Name** |  | | | |
| **Dates** |  | | | |
| **Arrival** |  | **Departure** |  | |
| **Age Range** |  | **Participant Numbers** | Age <18 | Age 18+ |
| Leaders |  |
| **Please Note:**  Group leaders are encouraged to participate but it is not compulsory, the leader’s role can be discussed at time of booking. During the activity, group leaders have overall responsibility for the care and welfare of the group and may be required to help in some situations. Group leaders are expected to travel with the group for offsite activities. | | | | |

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| **Main Contact Details** | | | |
| **Main Contact** |  | | |
| **Address** |  | | |
| **Postcode** |  | **Telephone** |  |
| **Email** |  | **Mobile** |  |

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| **Session Details** | | Please note that all watersport sessions are weather dependant and therefore subject to change on the day. If any of the group are not competent on a Mountain Bike, please contact the centre before the session. | | | |
| **Meeting Place (if not O.E. Centre)** | | | |  | |
| **Programme Type** | 3 Day Outdoor Learning Programme *(Nov-Mar)* | | | | Summer Adventure Day *(Apr-Oct)* |
| Munro Challenge *(Apr-Oct)* | | | | Winter Adventure Day *(Nov-Mar)* |
| Mountain Bike Challenge *(All Year)* | | | | Duke of Edinburgh *(Apr-Oct)* |
| Other | |  | | |
| **Session**  **Programme** | **Please detail the objectives of the session and preferred activities (e.g. Involve the group in a new experience, or part of a 7-Habits Programme?)** | | | | |
| **Special Requirements** | **Please give clear details of any medical conditions, allergies or significant disabilities which may affect any of your group during the activity, (e.g. asthma, angina – please indicate severity).** | | | | |

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| **Outdoor Education Fife**  Terms and Conditions |  |

We want you to be completely satisfied with your visit to Outdoor Education Fife. Below are our Terms and Conditions, which let you know what you can expect from us, and what we expect from you. Please take the time to read through them before you book. If you have any questions, please contact us to discuss them.

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| **Payments** |

Payment in full is due at time of booking to confirm your programme.

Cash, Cheque or Card payments may be made on the first visit, however, this must be previously arranged and agreed.

**Fife Council Groups:** Recharge Code must be provided at the time of booking.

**External Groups:** Full Invoice address must be provided at the time of booking.

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| **Confirmed Bookings** |

Provisional bookings can only be held for a period of 2 weeks. Bookings are confirmed once we receive a signed Booking Form and payment has been made.

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| **Cancellations** |

Should you wish to change your booking after we have confirmed details, we will do our best to help accommodate you. However, should you wish to cancel, we reserve the right to charge your organisation a cancellation fee.

Outdoor Education Fife Staff reserve the right to cancel or modify any course in circumstances which render it necessary. Staff will give as much notice as possible and, in the event of cancellation, try to arrange alternative dates and times. Any course fees paid will be refunded if alternative arrangements cannot be made.

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| **TIME FRAME** | **CHARGE** |
| Cancelling outwith 8 weeks before booking | Full Refund |
| 4 weeks before booking | 50% of total cost |
| Within 2 weeks of booking | 100% of total cost |

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| **Safety** |

All courses will be conducted in accordance with Fife Council guidance for outdoor activities and excursions.

**Please make the following aware to your group:**

All adventure activities carry an element of risk and by choosing to do an activity you accept this risk. If you’re taking part in a watersport you may get wet and cold, as a mountain biker you may fall off. Minor cuts and bruises are not uncommon. You will also be out in the changeable Scottish weather.

Participants should have an appropriate level of fitness and be suitably experienced. Please ensure that any medical condition that the staff should be aware of is stated on the Group List. If in doubt, please check with staff and parent/carers.

Group members will be encouraged to participate fully in the course but the degree of challenge is yours to choose. You will be expected however, to comply stringently with our safety guidelines and procedures.

All Courses are run by competent staff to standards approved by the Adventure Activities Licensing Authority. Courses are designed to provide safe, challenging and enjoyable learning. All technical equipment can be provided.

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| **Insurance** |

All activities are covered by Fife Council’s Public Liability Insurance. This does not include personal accident or belongings insurance. Participants should arrange their own insurance cover as necessary.