

CANOE BOOKING INFORMATION

Thanks for booking with www.outdoorinstruction.co.uk on a canoe training course or trip. As you can probably aware the UK environment changes quickly and to help us enjoy the day more we must prepare ourselves accordingly. Each person must provide him or herself with the following minimal personal clothing:

- **A fleece top**
- **Fleece trousers (synthetic track suit bottoms with thermals will suffice)**
- **Thermal undergarments**
- **Thick warm socks (If you have Neoprene wet socks please bring them)**
- **Warm hat.**
- **Water proof Jacket**
- **Water proof trousers**
- **Personal medication**
- **Food and drink for the day**
- **Possible car park money.**
- **Sun glasses**
- **Sun cream**

Please do not wear cotton tops or bottoms as the material stays cold and heavy when wet. *Don't forget you'll also need a change of clothes after the session and if you have kneepads or a kneeling pad bring these as well. **Remember dress warm.***

All group safety equipment required for the trip, such as emergency kits, throwlines, shelters etc. is supplied by www.outdoorinstruction.co.uk as part of our fee.

As canoeing is a physically demanding activity it is advisable that everybody eat a hearty breakfast before hand. *You may wish to bring a hot flask and nibbles for the trip.*

Each person will need to read and sign the "INDIVIDUAL DETAILS AND CONSENT TO CANOEING ACTIVITIES " and the "ACKNOWLEDGMENT OF RISK" paper work and forward it to us at least 30 days before the event. These details are required to make group and access arrangements. Please bring with you any medication you may require and approximately five pounds in change per person, for possible car parking and river access fees, as some canoe venues have a small charge for entrance.

Due to such variables as weather and access arrangements, www.outdoorinstruction.co.uk cannot guarantee which venue is to be visited. **Although we do hold Liability and Indemnity Insurance no personal insurance is provided**, As the fee is non-refundable (see booking conditions) you are recommended to obtain insurance in the event of your cancellation, accident, loss of baggage/money and/or liability. Contact a travel agent or the British Canoe Union for advice.

On the day please put as many people in each vehicle as possible, to save car park space in the local area. Parking in these locations is often limited. **We will contact you a few days prior to the session, with our meeting points for the day.** This is usually a local Café, where you are most welcome to join us over a large breakfast to set us up for the trip. Introductions can be made and the day's events discussed. The day's activities will finish late afternoon, leaving you enough time for your evening activities, celebrations and travel arrangements.

We are more than happy to answer individual questions directly

Feel free to contact us at the details given below

Look forward to Canoeing with you



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INDIVIDUAL DETAILS AND CONSENT TO CANOEING ACTIVITIES

Name				
Foot size UK	Height (Ft/inches)	Waist (Inches)	Chest (Inches)	Hips (Inches)
Chosen Activities	Dates	Course cost	Local Base	Other information:
Home Address				
Day time Tel:			Evening Tel:	
Mobile:			Email:	
Emergency Contact:			Family Doctor:	
Name, address Tel:			Name, address Tel:	
In the last twelve months, have you suffered any injury or illness which has required hospitalisation or which could prevent you taking part in any of the activities?			Do you suffer from any condition that requires medication or medical treatment? (E.g. asthma, hay fever, diabetes etc.) If yes please give details:	
<p>By signing, I accept the booking conditions of www.outdoorinstruction.co.uk and confirm I am over 18. I understand and accept that the risks inherent in adventure activities such as hill walking, climbing, canoeing, caving, mountaineering and the like, cannot be completely eliminated, and even if reduced to a seemingly acceptable level, there will remain the chance of unpredictable occurrences resulting in injury or death. I authorise www.outdoorinstruction.co.uk to deliver approved medical treatment as deemed necessary in an emergency and/or in accordance with the recommendations of a qualified medical practitioner.</p> <p><i>The British Canoe Union States "Canoeing and Kayaking are "Assumed risk." "Water contact sports." that may carry attendant risks. Participants should be aware of and accept these risks, and be responsible for their own action and involvement</i></p>				
Signature:			Date:	

Acknowledgment of Canoeing risks

Please read the following carefully and sign in the appropriate places

Canoeing activities- Open and moving water can be hazardous. The water can be deep, fast moving, cold with the prospect of long swims in possibly dangerous water, near hazards that include rocks, other water users, water hazards including waves and stoppers and bank debris all possibly causing entrapment.

Rugged Terrain- Reaching the Water may require walking on uneven rugged ground. Hazards include steep ascents that are slippery, bad weather and riverbeds be subject to flooding.

I have read and understood the above, and I am aware of the risks in the DISCLOSURE OF RISK section.

_____ SIGN HERE.

Acknowledgement

- 1) I am aware canoeing has, in addition to the dangers and risks mentioned above, certain additional dangers and risks to those listed and despite appropriate leadership and equipment all risk cannot be removed.
- 2) I acknowledge that the strenuous nature of the activities involved in Canoeing may aggravate any medical condition I may have. And in undertaking this activity I take full responsibility for my health.
- 3) I accept all of the dangers and risks of canoeing and the possibility of damage and loss of my property, and of personal injury up to and including death.
- 4) I acknowledge that the enjoyment and excitement of Canoeing is derived in part from the wild, demanding and remote environment of open water, and the physically challenging and possibly fast moving water of rivers. The inherent risks of Canoeing contribute to such enjoyment and excitement.

I have read and understood the above and am aware of the risks in the ACKNOWLEDGEMENT section.

_____ SIGN HERE.

Personal Indemnity

- 5) I am over the age of 18 years, and I know that there are serious risks involved in Canoeing. I accept these risks.
- 6) I confirm I am confident in water and can swim a minimum of 50 meters fully clothed.
- 7) I accept I will not be allowed to take part if I am under the influence of Alcohol or illegal drugs.
- 8) I agree to notify the instructor of any illness or injury that may impair my participation prior to the booking and course commencement.
- 9) I understand that if I am using prescription medication, I will not allowed to take part if I am impaired either physically or mentally by their use.
- 10) I agree that I will fully and effectually compensate for any damage that I may possibly cause on the adjoining land and/or to the equipment used by the group in the canoeing activity.
- 11) The leader of the party nor landowner will not be under any liability whatsoever, to me, my dependants, or my personal representatives for any injury, inconvenience, damage or loss that I may suffer in the visited canoeing area or whilst on adjoining land how so ever caused.
- 12) While I am taking part in the canoeing, I will obey immediately and without question any instruction I may receive from the leader of the party or accompanying designated assistant.
- 13) If instructed to leave the Water or adjoining land, I will leave by the route and in the manner directed.
- 14) I confirm that I am over 18 years old and have read and understood the whole document before signing it. The above terms I accept are reasonable, given the serious risks, particularly of personal injury to myself. I have voluntarily chosen to take part tin canoeing under the guidance of the instructors from www.outdoorinstruction.co.uk and their designated assistants.

Dated this _____ (day) _____ (month) _____ (year)

Signature

Signature of Witness

Name (Block Letters)

Name of witness (Block Letters)

Address (Block Letters)

Address of witness (Block Letters)

Do you have any previous Canoeing experience? If yes, please give details:

TERMS AND CONDITIONS

BOOKING CONDITIONS

1.1 No variation of these terms & conditions shall be applicable unless agreed in writing by www.outdoorinstruction.co.uk. before booking the relevant course.

1.2 Booking are only made upon the receipt of payment, booking forms and following our confirmation. English law governs this contract.

FEES

2.1 Course places are reserved by www.outdoorinstruction.co.uk upon receipt of a completed booking form and deposit / full payment / purchase order request. Upon the clearance of payment your place will be reserved We will confirm this to you via email.

2.2 Places on a course can only be reserved by means of booking form and accompanying non-refundable deposit of 25% (outside of 30 days of the commencement date) or 100% (inside of 30 days of the commencement date) of the total course fees.

2.3 Payment methods: We accept cheques made payable directly to the instructor organising your course. We also accept electronic banking transfers (BACS). Please contact your instructor to request the relevant information.

2.4 Once a completed booking form has been accepted in writing by www.outdoorinstruction.co.uk all the persons named on the booking form ("the client(s)") will have entered a binding contract on the basis of these terms & conditions.

2.5 The balance of the course fee is payable a minimum 30 days prior to the commencement of the course. In the event that the balance is not paid www.outdoorinstruction.co.uk will have the discretion to treat the booking as cancelled by the client and re-sell the course place.

2.6 The whole course fee is required to reserve a place for any booking made within 30 days of the commencement of the course date.

CANCELLATION BY CLIENT

3.1 All cancellations must be made in writing.

3.2 www.outdoorinstruction.co.uk once notified by letter or Email transmission of the cancellation would use its best endeavors to re-sell the course place(s).

3.3 In the event that the course is resold prior to the commencement of the course, the client will receive a full refund less 10% of the course fee to cover administration costs.

3.4 Refunds will only be made after the start date of the course has commenced.

3.5 We will always endeavor to resell courses when ever possible

3.6 In the event that the course is not resold prior to the commencement of the course, the client will be charged the following cancellation fees:

Date of cancellation	Charge Incurred
Cancellation more than 30 days prior to the start of the course	Loss of deposit
Cancellation between 14-28 days prior to the start of the course	50% of total course cost
Cancellation less than 14 days prior to the start of the course	100% total course cost

3.7 Substitution of the original client for another can be made, provided at least 1 weeks notice is given by the substituted client to www.outdoorinstruction.co.uk and the substituting client satisfies the requirement of the course.

3.8 A 'postponement' will be treated as a cancellation and a re-booking.

CANCELLATION BY www.outdoorinstruction.co.uk

4.1 Whilst every attempt is made to ensure that advertised courses actually run, www.outdoorinstruction.co.uk will notify the client of cancellation as soon as practicable where we believe on reasonable grounds that cancellation is necessary due to dangerous and/or unsuitable conditions for the course activity.

4.2 www.outdoorinstruction.co.uk shall notify the client of likely cancellation ten days prior to the start of the course and of actual cancellation not less than five days, where for whatever reason, numbers fail to reach a workable minimum for the commencement of the course.

4.3 In the event of cancellation clients will be offered the choice of the following options: -

a: Full refund of the course fee paid b: Another course on different dates.

4.4 We reserve the right to either cancel outright or remove individuals from any course at any time due to inappropriate behaviour, suspicion of participants being under the influence of alcohol or drugs, lack of suitable clothing and equipment or uncompleted consent/disclosure of risk forms etc. We also reserve the right to cancel a course or remove a client due to incapacity or inability to meet the demands of a course. In such circumstances the client will not be entitled to a refund. We at www.outdoorinstruction.co.uk will not be liable for any losses resulting from this decision. If necessary the client will be billed for any costs incurred. The decision to remove any participant from a course rests with www.outdoorinstruction.co.uk or the instructor heading the course.

4.5 In circumstances where cancellation may be necessary such as extreme weather conditions, flooding affecting caves and potholes, rivers rising, fire risk on moorland areas or access restrictions placed on the public such as foot and mouth in 2001. Personal insurance against cancellation is recommended.

LIABILITY AND RISK

5.1 All courses delivered by www.outdoorinstruction.co.uk take place in areas that are not without inherent risk. We make every effort to minimize risks to our clients. Should any risk remain, we will then advise the safest way to proceed. All clients must follow our recommendations.

5.2 All risk cannot be removed entirely, therefore any clients booking with www.outdoorinstruction.co.uk must accept these risks as part of their chosen course.

5.3 We at www.outdoorinstruction.co.uk will only accept liability for injury to a client where negligence on our part is proven.

5.4 We recommend all clients obtain their own insurance to cover any accident or injury that may occur.

LOSS AND DAMAGE

6.1 Any losses or damage caused to equipment belonging to www.outdoorinstruction.co.uk by the actions of an individual or group, will be invoiced to the person or organisation booking activities on that person or groups behalf.

6.2 It is recommended that individuals or groups using their own equipment ensure that this is adequately insured and appropriate prior to the commencement of the course.

6.3 In the event of an Individuals personal equipment being deemed unsuitable or unsafe to participate, they may be given one of the following options wherever applicable:

- 1 If available, hire equipment deemed suitable by www.outdoorinstruction.co.uk
- 2 Purchase equipment recommend by www.outdoorinstruction.co.uk
- 3 Leave the course

6.4 www.outdoorinstruction.co.uk cannot be held responsible for loss or damage to personal property whilst attending our courses. Personal insurance is again recommended to cover such circumstances.

COMPLAINTS

7.1 If whilst attending a course run by www.outdoorinstruction.co.uk a client feels cause for complaint, this matter should be discussed directly with the instructor or representative of www.outdoorinstruction.co.uk during the course. This should ensure that any corrective measures, if necessary can be undertaken.

Should a client deem it unnecessary to complain at the time, but decide to complain after the event, then this should be made in writing within 28 days. Any complaint made after this period www.outdoorinstruction.co.uk will not be compelled under English law to pursue this matter.

