



UKSA Schools and Youth Groups

# Schools Booking Form

# Activities and Qualifications

## Group Leader's Information, Terms and Conditions

### Schools and Youth Groups

#### Included in the price of residential visits

Accommodation, team building and watersports activities, evening activities, full board, instruction, hire of boats and equipment, use of buoyancy aids, wetsuits and oilskins as appropriate.

Your visit will start with arrival after lunch on the first day, and departing after lunch on the final day. First meal will be dinner on the first evening unless otherwise arranged; anything additional to the above may incur an additional cost.

Additional benefits for groups of 10 or more:

- Ferry to and from the Isle of Wight via Red Funnel Car Ferry as foot passengers.
- Free leaders place for every 10 places booked and paid for.
- Evening activities programme.
- Promotional material, posters, schools and groups web page access, to assist you with the organisation of your trip.

**Ferry transfers:** The cost of your residential trip includes free ferry transfers to the Island. If you book a group of 10 or more, bookings will be made on the Red Funnel Ferry from Southampton to Cowes and return. Your group will be met at the ferry terminal by our instructors who will accompany you for the short walk to UKSA. Luggage is transported from the ferry to UKSA by vehicle. For groups of 30+ there is the option of being picked up at Gunwarf Quay (Portsmouth) by a Private Ferry Service, which will bring you straight to our private marina. As this service is a private service, where requested, we will endeavour to book this crossing. During peak months the ferry Company can become very busy - where booking a private ferry isn't possible, you will be booked on the Red Funnel service from Southampton.

**NB:** The free service from Southampton does not include the high speed Red Jet ferry, which runs to West Cowes. Should you wish to use this service there is an additional charge.

**Non-residents:** If your group is staying elsewhere on the Island, and wishes to take part in UKSA water sports activities, please contact the Schools & Youth team to discuss your requirements. Evening entertainments and food are not offered to non-residential bookings unless by prior arrangement.

**Special dietary requirements:** These can be catered for provided we are advised in advance.

**Accommodation only:** Groups may wish to use the Academy for accommodation only. Contact the Schools & Youth Team for current prices.

#### Insurance:

The Academy carries third party and public liability insurance which provides the basic cover required for outdoor watersports activities. A copy of our Adventure Activities Licensing Authority Insurance can be seen onsite or emailed when requested. In the case of school groups, your Local Education Authority may have a scheme that you can subscribe to. In the event of an individual or group cancellation, UKSA will refund as detailed in section 6 of the booking conditions. The Academy strongly advises groups to take additional travel and cancellation insurance in respect of this.

#### UKSA Terms and Conditions for School/Group Bookings

1/ The usual minimum age to attend is 8 years; however, in consultation with the principal this may be reduced

2/ All school / group bookings must have a designated adult group leader unless otherwise arranged

3/ A deposit of 15% of the price or an agreed holding fee must be sent with the booking form to confirm your reservation. This deposit is non-refundable and non-transferable. If the booking commences within 8 weeks of the arrival date, full payment should be sent along with the booking form

4/ Group numbers may be reduced by up to 10% of the original booking number without incurring any cancellation charge up to 8 weeks before the first day of the visit. If group numbers are reduced within the 8 week period normal cancellation charges will apply

5/ The event balance must be paid 8 weeks before the first day of the start date. Participant lists and medical information must be sent to the Academy with the final payment

6/ Cancellations made 8 weeks or longer before the start date will forfeit deposits only. Cancellations within 8 weeks will forfeit 75% of the total student fee and within 2 weeks, all fees will be retained by UKSA

7/ All non-residential groups must pay in full to confirm bookings unless otherwise agreed in writing

8/ The Academy reserves the right to cancel any group bookings if the balance is not paid in full 8 weeks prior to the visit

9/ No formal booking exists without a completed booking form with deposit or holding fee and dates agreed in writing by UKSA's Schools & Youth Team

10/ The group leader is responsible for informing UKSA of all members of the group that cannot swim at least 50 metres

11/ All adults accompanying a group agree to be responsible for the behaviour, discipline, parental care and supervision of their own party. Where damage is caused to the centre or the centre's equipment as a result of wilful damage by a group member or as a result of a group member not obeying staff instructions, then the group will be responsible for the full cost of repair or replacement

12/ Persons with a criminal record or on the sex offenders register must be declared before arrival

13/ In the interest of the safety of the group, as well as individuals, the Academy's representatives have complete discretion over the provision of all water-based activities and any other activities arranged by the Academy

14/ Accommodation will be in dormitory style accommodation.

The Academy reserves the right to:

- Alter prices where necessary.
- Cancel a reservation up to 4 weeks before it is due to start.
- Request a student to withdraw from a course.
- Change the advertised craft or programme.
- Allocate rooms as circumstances dictate.

Force Majeure

a) Whilst our boats carry a comprehensive selection of spares to cover foreseeable events, the nature of the training and the area of operation mean that, from time to time, we may be unable to rectify breakdowns or defects within a scheduled activity. In such an event UKSA will act with all expediency and do all that is reasonable within its power to rectify the situation to enable the aims of the program to be met. If, in the sole judgement of UKSA, the aims of the program have not been met, it will decide on compensation, if any, to be awarded to participants.

b) The UKSA cannot be responsible for matters outside its control. These include (but not by way of limitation) outbreak of hostilities, civil commotion, riot, adverse weather conditions, or any act of God effecting the conduct of the course. In this event UKSA will not be liable to refund any fees or pay any compensation.

The Academy, its servants, its employees or agents are not under any liability whatsoever in respect of loss or damage to students property or belongings while staying at UKSA

Contract

This document together with the UKSA School and Youth course information provided to you by the UKSA forms a contract between you and the UK Sailing Academy (UKSA). Any litigation referring to the contract will be dealt with according to English Law in an English court.

**By submitting this booking form, you are consenting to be bound by the above terms and conditions.**

# Schools Booking Form

## School Details

School Name:

Address:

Post Code:

Tel:

Fax:

Email:

Emergency Telephone:

School Leader's name:

Address:

Post Code:

Home tel:

Day of travel contact number (mobile):

Email:

Position in school:

## Visit Details

Requested date of visit

From:

To:

Age range:

Number of Girls:

Number of Boys:

Female adults:

Male adults:

Total in Group:

Special needs: *Please give details*

Aims and objectives of course

## Travel Options

Which ferry would you like to be booked on?

Private Boat

Red Funnel  
(Southampton)

Own Arrangements

See Terms and Conditions for ferry options

What time would you like your ferry to be booked?

Inbound (to UKSA)

Outbound (from UKSA)

Will you be bringing a mini bus across with you? (Additional cost £70 per vehicle)

Yes

No

No. of mini buses:

We will endeavour to book the ferry of your choice, although this is at the discretion and availability of the ferry operators.

## Catering Options

The first meal is the evening meal unless pre-booked. Please note that our catering facilities close at 19:30. If arriving later, alternative catering must be arranged.

I would like the group to have a UKSA packed lunch on arrival day (this is an additional cost)  **Please tick here if you require a packed lunch**

### Costing's

<b>Number of Full Paying Students:</b>	<b>Price (per student): £</b>	<b>Sub total:</b>	<b>£</b>
<b>Extra adults in addition to 1:10 ratio</b>	<b>Price £42pppn*:</b>	<b>Sub total:</b>	<b>£</b>
<b>RYA/BCU Certification each £2.00</b>	<b>Number required:</b>	<b>Sub total:</b>	<b>£</b>
<b>RYA logbooks each £5.00</b>	<b>Number required:</b>	<b>Sub total:</b>	<b>£</b>
<b>Hot chocolate and biscuits £1pppn:</b>	<b>Number required</b>	<b>Sub total:</b>	<b>£</b>
<b>Birthday cakes (free) Please give details</b>			
<b>Total Cost of Booking:</b>			<b>£</b>
<b>Payable as booking deposit (15% of total):</b>	<b>£</b>		
<b>Balance to pay 8 weeks prior to arrival:</b>	<b>£</b>	<b>By date:</b>	

I have read the booking conditions and confirm that I accept them for my booking on behalf of the organisation for which I am applying.

### Payment Details

I enclose 15% deposit of: £ \_\_\_\_\_ to secure this reservation.

Please make cheques payable to UKSA. For courses paid by credit/debit card please call us with your card details.

I have read and agree with the Terms and Conditions overleaf and note that the final balance is payable no later than 8 weeks prior to the arrival date.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Contact Details

To secure your booking please return the completed booking form together with your deposit or full fee if within 8 weeks of the start date) to:

#### Schools and Youth Team

UKSA, Arctic Road  
 Cowes, Isle of Wight  
 PO31 7PQ

#### For more information please contact:

Tel: 01983 203045  
 Fax: 01983 295938  
 Email: schools@uksa.org  
 Web: www.uksa.org