



A fresh approach to learning in the outdoors

07702 888508

[www.MOSS-COACHING.co.uk](http://www.MOSS-COACHING.co.uk)

## BOOKING FORM

Please ensure you fill in the booking form fully and accurately. Once complete, please post or scan and email back to [moss@moss-coaching.co.uk](mailto:moss@moss-coaching.co.uk). Thank you

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (mobile) \_\_\_\_\_

Email address \_\_\_\_\_

Name of Course \_\_\_\_\_

Date/s of Course \_\_\_\_\_

**PAYMENT OPTIONS** – To secure your place on a course a 20% deposit is required no less than 2 weeks prior to the start of the course. If paying within the 2 week period of the course start date; full payment is required. Please choose amount and method of payment from below options . . .

1. Deposit paid by Bank Transfer £\_\_\_\_\_ 20% of total cost
2. Full Payment paid by Bank Transfer £\_\_\_\_\_ 100% of cost.
3. Invoice to be raised for £\_\_\_\_\_ and emailed to \_\_\_\_\_  
(Please ensure all relevant purchase orders are raised with your organisation)
4. Cheque enclosed for £\_\_\_\_\_

**BANK TRANSFER** = Name: Mr D Withers, Lloyds TSB. Acc No: 13328160. Sort Code: 30-93-15

**CHEQUES**= Please make payable to Mr D Withers and send to below address . . .

**POSTAL ADDRESS**- Moss Coaching at Bicton College,  
East Budleigh. Budleigh Salterton. Devon. EX9 7BY



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### **BOOKING CONDITIONS**

Clients of Moss Coaching are requested to observe and adhere to the company's policies for safety and standards.

This includes abiding by the safety procedures and booking procedures laid down below . . .

#### **IMPORTANT INFORMATION**

All activities provided by Moss Coaching are delivered by experienced and fully qualified staff. The staff have the relevant and legally required Criminal Record Bureau checks needed for working with under 18's.

Activities are delivered to a standard laid down by the national governing body for that activity. In addition to this, all staff undergo site specific training and endorsement to run activities for Moss Coaching

Details of Moss Coaching Operating Procedures and Risk Assessments are available on request.

#### **BOOKING CONDITIONS**

Bookings will only be confirmed with individuals after a 20% deposit has been paid and the booking form has been filled in and sent through. A deposit is required no less than two weeks prior to the commencement of the course. Full payment is required if payment is to be made within two weeks of the start of the course.

For pre-organised groups such as schools and businesses, bookings will only be confirmed on receipt of full payment no less than two weeks prior to the date of activity.

Any reduction in numbers or cancellations by individuals or the group organiser within a two week period of the booked activity will be liable to pay 100% of the total booking cost.

If during an activity the weather becomes an issue and the chosen activity is deemed unsafe to deliver, an alternative activity will be provided. Failing that, Moss Coaching will be flexible and accommodating to providing another activity session at a later date.

All participants are required to fill in a medical health form prior to attending an activity or coaching course.

Participants under the age of 18 require parental consent from a parent or legal guardian. This is to be completed and sent to Moss Coaching prior to arrival.

Moss Coaching reserves the right to remove any participant they deem to be acting inappropriately or in an unsafe manner. This includes actions towards staff, other members of the group and equipment.

Moss Coaching accepts no responsibility for the loss or damage of personal items during activity unless there is strong evidence that the Moss Coaching member of staff was at fault.

Moss Coaching accepts that whilst there is inherent risk present in activities they deliver, these risks can be kept to an absolute minimum if groups and individuals abide by the safe operating procedures and activity guidelines laid down in the Moss Coaching Safety Policy. It is not expected that clients of Moss Coaching read this policy but adhere to the activity instructions and safety briefs carried out by Moss Coaching staff.

