

ESSA Group Booking terms and conditions

☐ A fully completed booking form along with a **non returnable 20% deposit** is required before a booking can be confirmed. ***In the event of a cancellation within one month of your booking, you will be liable for the full amount.***

☐ *Cheques should be made payable to ESSA*

☐ Time of arrival / departure, actual numbers confirmed, name of Leader who will be in charge of the group during the activity and any outstanding balance is to be paid **2 weeks prior to the event.**

☐ The visiting group leader will be responsible for obtaining all necessary Parental Permission forms, details of next of kin and home contact details including information for over 18's as required by the groups governing body, ie Scout Association, Guide Association, Sea Cadets. This confidential information must be available to at least 2 people of the visiting groups in case of emergency.

☐ The visiting group leader must be satisfied that the participant can swim 50 metres in light clothing and float for 5 minutes and is fit to take part in the activity. Please advise the Duty Officer of any **learning difficulties or adverse medical condition** for the participants ie diabetes, asthma, epilepsy, allergy, heart condition, dizzy spells etc.

☐ Smoking anywhere on site is prohibited.

☐ All groups must act in a manner that is considerate and respectful to others.

☐ All party members are expected to provide their own towels, spare clothes, trainers, packed lunch etc if applicable.

☐ Baggage and vehicles are left at the owners risk at all times and ESSA accepts no responsibility for either its loss or any third party damage. Personal belongings should not be left in the changing rooms.

☐ Parties with members under the age of 18 must provide adequate supervision in the buildings and around the site at all times. ESSA will take responsibility for the groups whilst on activities that have been booked.

☐ Groups using the BBQ should ensure that the area is left clean and tidy and rubbish removed from site.

☐ The group Leader will be responsible for the group on land and will ensure that the gear stores, boats, classroom & changing rooms are left clean & tidy. Upon departure, the centre should be left in the same condition as it was found on arrival, changing rooms cleaned & floors mopped. Any damages or breakages will be charged for.

☐ A member of each party must be available before departure for a site inspection.

Please note dogs are not allowed on site except Guide dogs & drinking water will be provided if requested.