

# INDIVIDUAL COURSE APPLICATION / CONSENT FORM



<b>Course</b>		<b>Course date</b>	<b>From</b>	<b>To</b>
<b>Name</b>		<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>	<b>Date of birth</b>
<b>Address</b>				
	<b>Postcode</b>			
<b>Telephone</b>	<b>Land</b>	<b>Mobile</b>		
<b>Emergency contact name</b>		<b>Telephone</b>		

<b>Medical and dietary information</b>	
<b>Doctors name</b>	
<b>Practice post code</b>	<b>Practice telephone number</b>
<b>Please give information regarding medical conditions, allergies or significant disabilities eg asthma, diabetes, epilepsy, heart conditions or previous relevant injuries:</b>	
<b>Details of medication</b>	
<b>Under 18 only: Please list any medication which you might give your child for relief of pain / flu symptoms ONLY IF YOU CONSENT to those who are caring for your child to give similar treatment:</b>	
<b>Dietary requirements</b> Please give brief details of dietary requirements such as vegetarian, vegan, foods not eaten or allergies:	

<b>Other information</b>			
<b>Under 18 only: Please give any other information which you think might be helpful to those who will be caring for your child</b>			
<b>Are you confident in a swimming pool?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Can you confidently swim 50 metres?</b>
			<b>Yes</b> <input type="checkbox"/>
			<b>No</b> <input type="checkbox"/>

### Declaration

I will follow safety instructions from Pendarren House staff and their delegates. I understand that, although Pendarren House minimises risk by the use of highly competent and experienced staff working within strict guidelines, there is an element of risk inherent in all activities which cannot be entirely eliminated. In the event of serious illness or injury during the course, I agree to the disclosure of this medical information and receiving medication and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I confirm that I have read and understand and accept the course details and conditions as set out in associated literature and in the terms and conditions.

**Date**

**Signed**

**Signature of parent / guardian if person above is under 18**

## Terms and Conditions

For any course to operate successfully at Pendarren House OEC a degree of planning and financial commitment is necessary by the Centre. This is reflected in the cancellation policy applied below. Charges cover services as outlined in the course details information. These vary from course to course. Please consult if in doubt. Charges are as set out in course information or as agreed by separate written quotation.

### Booking on Courses

- a Places can only be reserved by submitting a completed booking form along with a cheque or official purchase order for the full amount or deposit if paying more than 6 weeks in advance.
- b The full course fee must be paid 6 weeks before the start of the course or at the time of booking if less.
- c All bookings will be acknowledged by post and a receipt issued.

### Cancellation by the Customer

- a All cancellations must be in writing or by e-mail to office@pendarren.org and acknowledged by Pendarren House.
- b Financial costs of cancellation are as follows:
  - i) Deposits are non-refundable.
  - ii) 50% of the full course fee where cancellation occurs less than 6 weeks but more than 2 weeks before the start of the course.
  - iii) 100% of the full course fee where cancellation takes place within 2 weeks or during a course.

### Cancellation by Pendarren House

- a Whilst every attempt is made to ensure that courses / activities actually run, Pendarren House will notify customers of cancellation as soon as practicable where it believes, on reasonable grounds, that cancellation is necessary due to dangerous and / or unsuitable conditions.
- b Pendarren House will notify customers of cancellation not less than 5 days prior to the commencement of the course where numbers, as a result of either customers cancellation or booked numbers, have failed to reach a workable minimum.
- c In the event of cancellation customers will be offered the choice of a full refund of the fee paid or another booking on a different date.

### Payment Methods

Currently Pendarren House can only accept payment by cheque, BACS or internal transfer (for Haringey Council SAP payments only). Cheques should be made payable to "LBH – Pendarren House OEC".

#### Deposit

A booking deposit of £80.00 should be made for all courses, unless the total cost of the course is less than £80.00 in which case the full fee should be paid.

#### Balance of payment

The balance is due at least 6 weeks before commencement of the course. No invoices will be issued unless requested. In the event that the balance is not received by the due date, Pendarren House reserves the right to cancel your booking.

### Photographs

Pendarren House may wish to use photographs or video images for promotional purposes e.g. on the Pendarren House website or in Centre displays. Please contact the Centre if you do not wish to be photographed.

### Insurance statement

Pendarren House and Haringey Council will be responsible for only their own liability, including neglect attributable to its employees in the course of their duty. Personal accident and cancellation insurance are not provided. It is recommended that participants or their organisation arrange such insurance.