

# Albany Park Canoe & Sailing Centre Terms and Conditions

Participants are required to complete a physical declaration form for adult courses. Those participants aged between 8-18 years are required to complete a consent form, signed by the young person's parent or guardian. Courses operate within Governing Body recommendations and therefore spaces on courses are limited, please book early to avoid disappointment.

## **Booking Procedure for Schools/Groups**

Please complete one booking form per course. Return completed form to Albany Park Canoe and Sailing Centre, by hand or post. Schools/group bookings enquiries can **only** be placed via the Centre on 020 8549 3066.

## **Cancellations for Schools/Groups**

In signing the booking form, you accept that if you withdraw from a course 4 weeks prior to the course start date you will be liable to pay the full cost.

**Please note that due to strict Instructor to Young People ratios the number stated on the completed booking form will be the amount billed for.**

## **Booking Procedure for Adult / Holiday Courses**

Please complete one booking form per course. Return completed forms to: Jill Bentley, Youth Services, Room 205, Guildhall 1, Kingston upon Thames, KT1 1EU. Do not send booking forms or consent forms to Albany Park direct. Bookings may also be placed by phone to Jill Bentley on 020 8547 5812. The full course fee must be paid in full at the time of booking. If you require further assistance on course selection please contact Albany Park Canoe and Sailing Centre.

## **Cancellations for Adult/Holiday Course bookings**

If you withdraw from a course 4 weeks prior to the course start date you will be liable to pay the full cost. Exclusion to the aforementioned are for medical reasons supported by a doctors certificate, at the Centre Managers discretion. There will be a £10 course amendment fee for any changes made after a booking has been completed. This fee applies to cancellations, refunds and change of course details. Please check details clearly and co-ordinate with friends/commitments before booking.

## **Change of Tutor**

Albany Park Canoe and Sailing Centre reserve the right to change the course tutor. The centre will endeavour to staff female only sessions with female staff were possible.

## **Insurance**

Albany Park Canoe and Sailing Centre has mandatory insurance cover relating to our form of business and third parties. Participants are advised to take out insurance cover against accident, injury and loss of personal possessions.

## **Personal Statement**

"I understand that, whilst Albany Park Canoe and Sailing Centre take reasonable care of course participants, unless they are negligent they cannot be held liable for any loss, damage or personal injury suffered. I hereby agree to indemnify Royal Borough of Kingston upon Thames, its employees and agents against all liability for injury, loss to person or persons including death and damage to property, legal expenses due to the acts or default of course participants unless, injury or death was as a result of negligence by Royal Borough of Kingston upon Thames, its employees or agents."

## **General Conditions**

Albany Park Canoe and Sailing Centre take full responsibility whilst under instruction. Outside the agreed session times, responsibility for the group/school students rests with the accompanying teacher/leader/bookings agent. Every participant is required to comply with ALL safety precautions and advice from teaching staff and to adhere to the guidance received to the best of their ability. Albany Park Canoe and Sailing Centre reserve the right to cancel a course. In the unlikely event that these circumstances arise, a full refund will be granted unless an alternative course is offered and agreed with the customer. The centre will not be held liable for climatic change/weather conditions. Centre Management reserve the right to revise the programme accordingly and to adapt the programme to ensure the safety and welfare of the customers. Management reserves the right to refuse admission or evict any person from the facility, in the interest of staff safety and customer welfare.

## **Centres good practice**

Albany Park Canoe and Sailing Centre also conform to all the requirements of the Adventure Activities Licensing Authority and is a licensed provider of adventure activities for Young People under the age of 18 years. The above information can be verified by contacting the **A.A.L.A** on 02920 755 715. The centre is also a **British Canoe Union** and **Royal Yachting Association** Approved Centre and is inspected by the relevant Governing bodies. This can be verified by contacting the B.C.U on 01666 575 576, R.Y.A on 01703 627400. All instructors at Albany Park Canoe and Sailing Centre meet or exceed the Governing Body requirements for coaching qualifications for the activities in which they are employed to instruct. Equipment used at Albany Park Canoe and Sailing Centre is maintained to the highest standard in line with all current U.K. and EC directives including personal buoyancy aids which are required to be worn at all times during Watersports activities.