

## Villiers Park Educational Trust

### Booking form for Adult Education Study Tours & Courses

Please note that all correspondence relating to this booking will be addressed to the first-named participant.

Please use a separate form for each course you want to book.

Course Title	Course Dates

First Participant		
Title		
Surname		
First Name		
Address		
E-mail		
Telephone no.		Mobile no.
Male / Female		Age: 18+ 40+ 50+ 65+ 80+
Are you a Friend of the National Churches Trust? Yes/No		
Room requirement	Single / Twin	Extra night at end of course?: Yes / No
Special Requests (for example, disabled access requirements, any special dietary requirements, e.g. Vegetarian, or any other requests – see booking conditions 6 and 9)		

Other Participants (if there is more than one other, please copy this form)					
<b>2.</b>	Title	Surname	First Name		
	Telephone No.		E-mail		
	Male / Female	Friend of the National Churches Trust? Yes/No	Age 18+ 40+ 50+ 65+ 80+	Single / Twin Room	Extra Night?: Yes/No
Special Requests for Other Participants (for example, disabled access requirements, any special dietary requirements, e.g. Vegetarian, or any other requests – see booking conditions 6 and 9)					

We would love to know how you first heard about this course (please tick one):		
Villiers Park mailing <input type="checkbox"/>	From Jon Cannon <input type="checkbox"/>	From Gerald Mynott <input type="checkbox"/>
From a friend <input type="checkbox"/>	Internet search <input type="checkbox"/>	From The National Churches Trust <input type="checkbox"/>
Or from a magazine advertisement (please tick which one):		
The Arts Society Review <input type="checkbox"/>	U3A Third Age Matters <input type="checkbox"/>	

Payment Instructions			
Course Price per person	No. of people	Deposit per person	Total Amount Payable Now
£		£100 *	£
Extra night £90		N/a	

\*Deposit payable per person £100 (unless booking within 8 weeks of the commencement date of the course, in which case the full course price is payable)

**Please send your cheque payable to Villiers Park Educational Trust with this Booking Form to:**  
*The Administration Office, Villiers Park Educational Trust, Royston Road, Foxton, Cambridge, CB22 6SE*

Booking Authorisation
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#### Data Protection

Villiers Park Educational Trust will store the personal information you provide on this form in a database in the UK for the purpose of administering the course you have applied for. We will retain your data for evaluation purposes afterwards, but you have the right to request us to remove all personal data at any time after the course has finished. Your personal information will not be shared with other organisations without your express written consent.

I agree to accept the Terms and Conditions of Booking for myself and all others included on this form

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please retain a copy of this form and the Terms and Conditions of Booking for your records*

## VILLERS PARK EDUCATIONAL TRUST – ADULT EDUCATION TERMS & CONDITIONS OF BOOKING

Please read these carefully. Bookings with Villiers Park Educational Trust ("the Trust") are accepted only in accordance with the terms and conditions set out below. In these Terms & Conditions of Booking references to "you" and "your" include the first-named person on the confirmation invoice (who must be at least 18 years old at the time of booking) and all persons on whose behalf a booking is made. References to "course" or "courses" include study tours.

### 1. To Make A Booking

Please complete the booking form and return it with the deposit required. Provisional bookings may be made by telephone but must be confirmed by a completed booking form and deposit within one week. Your place on a course will be subject to availability.

### 2. Deposit

A deposit (non-refundable) of £100 per person is required (or full payment if the booking is made within 8 weeks of the commencement date of the course). Cheques must be made payable to Villiers Park Educational Trust.

### 3. Confirmation Of Booking

Upon receipt of your completed booking form and deposit, subject to availability, we will send you a receipt and confirmation of your place on the course. If the Trust is unable to offer you a place on your course of choice, we will return your payment in full.

### 4. Payment Of Balance

Full payment is due 8 weeks prior to the commencement date of the course. Payment by cheque, bank transfer or debit card is preferred.

### 5. Study Tour Itinerary/Course Programme

The final itinerary and any other relevant information will be sent to you approximately two weeks before the commencement date.

### 6. Fitness Requirements for Study Tours

Facilities at the Trust's Cambridge Centre are accessible to wheelchair users. However, unfortunately some sites we visit may not be fully accessible to disabled participants and some study tours involve a fair amount of walking over uneven surfaces (e.g. cobbled streets, building ruins, steps, hills or country paths). Participants on all study tours should be able to walk or stand for at least 30 minutes without aid or requiring a rest. You must advise the Trust of any disabilities, including those requiring assistance, on the booking form. The Trust reserves the right to refuse to allow you to join a study tour if you have failed to notify it of any disability requiring assistance, or if, in the Trust's opinion, you are unfit to join a study tour.

### 7. Accommodation

All courses are based at the Trust's Cambridge Centre where all the bedrooms have en suite bathrooms. 16 single and 10 twin rooms are available. We do not charge a single supplement.

### 8. The Cost Does Not Include

The cost price of the course does not include travel insurance, gratuities for services provided on a personal basis or materials/equipment to be used by you during a course (a list of these will be supplied with our invoice for the final balance due).

### 9. Special Requests

Any special requests made on your booking form will be noted and we will do our best to provide these for you, but we cannot guarantee to comply with your request(s).

### 10. Changes by the Trust

At the time of publication all information in our brochures/leaflets

is correct to the best of our knowledge. However, for reasons beyond our control, changes may need to be made to the programme, times and course lecturer. Therefore, we cannot guarantee that itineraries and programmes will be followed as published.

### 11. Cancellation By Customers

If you have to cancel your place(s) on a course, the first-named person who made the booking must notify us in writing, giving your reason for cancellation. The scale of cancellation charges is based on the number of days prior to the commencement date of the course that your written notice is received by us. The cancellation charges are:

More than 60 days	Non-refundable deposit only
14 – 60 days	50% of the total course fee
Less than 14 days	100% of the total course fee

### 12. Cancellation By Villiers Park Educational Trust

Courses will run with a minimum of 10 participants and if this number is not reached we reserve the right to cancel the course. In this case there will be a full refund of all payments made and notification of cancellation will be at least 6 weeks before the commencement date. If cancellation is necessitated through *force majeure* then we will refund the portion of payments made which has not been committed irrecoverably by us to the course. *Force majeure* is unusual and unforeseeable circumstances beyond our control, the consequences of which neither we nor our suppliers could avoid, examples of which are war or threat of war, riots, civil strife, terrorist activity, industrial disputes, natural or nuclear disaster, fire, adverse weather conditions or other similar events beyond the Trust's control. The Trust is not liable to pay you any travel or any other costs, expenses or losses which you incur as a result of any change or cancellation by us, or for any insurance premiums.

### 13. Complaints

Complaints in respect of matters arising during the course must be reported to staff immediately so that any problem may be remedied on the spot. Our priority is to give you an enjoyable course, and we strive very hard to do so. However, if our staff are unable to help, and you still have a complaint, you should put it in writing at the time and send it to the Trust within 30 days of the course.

### 14. Limit Of Liability

The Trust is not liable for consequential losses in respect of any changes to the arrangements for a course. No responsibility is accepted for loss or expense due to sickness, weather, strike, war, quarantine, negligence, loss of baggage or other causes.

### 15. Other Conditions

- i) These Terms & Conditions of Booking and the Booking Form shall form the entire agreement between the Trust and the participant.
- ii) Failure or delay by the Trust in enforcing or partially enforcing any provision of these Terms & Conditions of Booking will not be construed as a waiver of any of its rights under the Terms & Conditions of Booking.
- iii) Nothing in these Terms & Conditions of Booking will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person other than the participant and the Trust.
- iv) These Terms & Conditions of Booking shall be governed by English law and the parties submit to the exclusive jurisdiction of the English courts.