



# Fordell Firs Activity Centre

## Booking Terms & Conditions

(Residential visits)

### Making and confirming the Booking.

#### **To make a no obligation provisional booking:**

To ensure the dates you require are available, call the Centre on 01383 412704 or submit an Inquiry Form by mail or on-line from our website ([www.FordellFirs.org.uk](http://www.FordellFirs.org.uk)) and make a provisional booking.

Once you have received a confirmation we will hold your provisional booking for up to 14 days. You will be contacted by Scottish Scout Headquarters who will send you a booking pack and deposit request for 10% of your total accommodation fee.

#### **Return the completed booking form.**

To confirm your booking, return the booking form within 14 days along with a booking fee of 10% of the total accommodation cost. **Bookings made within 3 months of the date of the visit will require a 40% non-returnable booking fee.**

#### **Interim Payment.**

A further 30% will become payable 3 months prior to your visit.

#### **Final Payment.**

The final balance of 60% is due 1 month prior to your visit.

### Terms and conditions.

We require a non-returnable booking fee of 10% of the full cost of the accommodation booking. We will not accept bookings without the appropriate booking fee. We will only hold provisional bookings for a maximum of 14 days from the date of the enquiry, after which, unless we are in receipt of your booking fee, the booking will be deemed cancelled.

A further 30% will become payable 3 months prior to your visit.

Full payment is due at least 1 month prior to your visit and you will be liable for 100% of fees for cancellations with less than 1 month notice before your visit. We will invoice you separately at the end of your stay for all activities undertaken and equipment hired during your visit as well as any breakages or other damages.

Bookings made within 3 months of the date of the visit will require a 40% non-returnable booking fee.

If you cancel more than 3 months prior to your visit there will be no additional cancellation fee, although you will lose the booking fee.

Cancellations less than 3 months but more than 1 month in advance of the visit will attract a cancellation fee of 40% of the full fee.

Bookings for skills courses, e.g. archery, first aid etc. must be paid in full at the time of booking.

Payments made by cheque should be made out to "The Scottish Council the Scout Association". We can also accept credit card payments by phone subject to a 2.04% surcharge.

**We strongly advise that clients take out insurance against cancellation.**

dated 15/10/2012

[WWW.Fordell-firs.org.uk\Conditions.pdf](http://WWW.Fordell-firs.org.uk\Conditions.pdf)

