

Barton Turf Adventure Centre
Sailing Base, Staithe Road, Barton Turf, Norfolk NR12 8AZ
Tel: 01692 536411; Email: bookings@btac-services.co.uk



Booking Form (Group members)

One of these forms must be completed for every group member. If the form is for someone less than 18 years old, a parent or guardian must sign it.

Name of Group.....Organiser

Name of member.....

Address for correspondence

.....

.....Postcode

Telephone (Day)(Evening/mobile)

Email address.....

Date of Birth.....Sex (delete that not applicable) Male Female

Dates & Times (if travelling independently)

Arrival: Date:Likely time:..... (Kitchen closes 8.30pm)

Departure: Date:Likely time:.....

Activities. Group Activities **MUST** be booked in advance by the Organiser, else they will not be available. Please discuss and make your preferences known to them.

Medical details Are you currently receiving any treatment or have any disability or condition that might affect your participation in the Group's activities.(Delete that not applicable) Yes No

If yes, please give brief details.....

Are you confident in water and/or can you swim?.....(Delete that not applicable) Yes No

Food Allergies & Dietary Restrictions: BTAC does its best to ensure that everyone has a happy stay. Our resources are however limited, so to help us we need to know if there are things you cannot eat:

.....

Emergency contact: In an emergency BTAC should contact the following person:

First name.....Surname.....Relationship

Telephone: daytime evening.....

Please sign the following declaration:

I recognise that all outdoor activities involve some degree of risk. I have read understood and agree to abide by the Centre's Health & Safety Rules, and accept that BTAC Services Ltd and their employees and associates are not liable for any loss or injury arising from my participation in any activity. I understand that no money can be returned if I cancel unless I provide a medical certificate. I understand that insurance against personal injury or accident and/or loss or damage to personal property is my responsibility. I note that the information supplied on this form may be stored on a computer and used for BTAC internal purposes only.

(Signed).....Date.....

If this form is for someone under 18 years old, the signature must be that of a parent or guardian, in which case please indicate.....

Please return the first page of this form, signed, as soon as possible, to Barton Turf Adventure Centre, Staithe Road, Barton Turf, Norfolk NR12 8AZ.

Health & Safety

All outdoor activities involve an element of risk, therefore, for your own and other people's safety and enjoyment please follow our few simple rules whilst taking part in our courses and activities

- **Buoyancy aids** — we will provide a CE Approved buoyancy aid, which must be worn, correctly fastened, at all times on the outside of any other clothing during activities on or immediately next to water.
- **Clothing** for activities — wear sensible clothing (jeans are not appropriate for watersports) and have a change of clothes and footwear, and a towel. If it is windy or cold then a hat and warm jacket or fleece is advisable. If it is sunny bring a hat and sun cream.
- **Footwear** — wear correctly fastened footwear appropriate for the activity e.g. flat soled training shoes or plimsolls for watersports, not Wellingtons or flipflops. For Marsh walks and work wear workboots or Wellingtons. NB: bring a spare pair of shoes to change into after the activity.
- **Medication** — on arrival inform your instructor if you are undergoing medical treatment.
- **Cuts/wounds** — always cover cuts and wounds before going out on the water or on the marsh.
- **Communication** — if you are cold, uncomfortable, injured or if equipment is damaged or faulty inform your instructor immediately. Always listen carefully to any instructions given by your instructor or any member of staff.
- **Accidents and incidents** — including near misses, must be reported immediately to your instructor. Inform your instructor before you launch or return to shore.
- **Capsize** — In the event of capsize, stay with your craft and wait for assistance.
- **Toilets and showers** — always inform your instructor before leaving the activity area. Young people should go with a friend rather than alone.
- **Eating/drinking** — is not normally permitted on the water. Always clean your hands before consuming food and drink. If the weather is hot, bring a cold drink, or a hot drink if it's cold.
- **Smoking** — Smoking is expressly prohibited in and around the buildings, the tents, the boats and on the marsh.
- **Alcohol** — If you are an adult, you may bring alcohol for personal consumption at meals or in the evening. However, staff will refuse you access to activities if they suspect that you are under the influence.
- **Personal possessions and valuables** — do not leave your personal possessions in the tents or changing rooms. Valuables should preferably be left at home, or locked in your car out of sight; but they may be handed into Reception at your own risk.
- **Behaviour** — for your own safety and the safety of others please act responsibly at all times. Always be aware of your environment and put safety first.
- For your safety your instructor will inform you of any particular hazards currently on our site.
- **Wheelchair access** — the classroom and tents are wheelchair accessible; the marsh however is not. Wheelchair users can use the sailing boats and canoes provided that they can leave their chairs on land.
- **Sleeping accommodation** — BTAC tents have concrete floors and can sleep up to four people on sprung beds. Please bring a sleeping bag and pillow. We have spare blankets. (Tents & sharing will be determined by the Group Organiser, not BTAC. There is however a surcharge for single occupancy.)