

TERMS AND CONDITIONS

Please read this section carefully before filling in your booking form.

1. FEES

1.1 All bookings made with Oakley Adventures Ltd, Registered Company Number 5241573 (herein referred to as 'The Company') whose registered office is PO Box 2167, WICKFORD, SS12 9WR, United Kingdom, are subject to the following terms and conditions. The Director of The Company is Lee Oakley.

1.2 To book your course, please complete the booking form and post it to the company with a deposit of 25% of your total course fee. We require full payment for courses organised within 8 weeks of the course start date.

1.3 All courses shown on any publicity material are exclusive of VAT.

1.4 The final balance should reach the company no later than 8 weeks before the start of the course. If the balance is not received by the specified date, we reserve the right to cancel your booking and your deposit will be forfeited, unless a delay in your payment has been arranged by the Director of the company.

1.5 N.B. An official purchase order must be issued by a recognised buying authority confirming acceptance of our terms and conditions.

2. AMENDMENTS AND CANCELLATION BY THE CUSTOMER

2.1 Notice of cancellation must be given in writing. Should you cancel, the following scale of charges will apply:

Date of Cancellation	Charge Incurred
2.2 More than 30 days before course starts	Loss of deposit
2.3 Between 29 and 14 days before course starts	50% of total course cost
2.4 Less than 14 days before course starts	100% of total course cost

2.5 If you wish to change your course from the original agreed date to another date, an administration charge of £25 will be payable, assuming there is availability to run your course on another date. A change less than 30 days before the start of the course originally booked will be treated as a cancellation and subject to the charges specified. You may transfer your booking more than once, as long as you pay the transfer fee on each separate occasion, at the rate prevailing at the time of payment.

3. CANCELLATION BY THE COMPANY

3.1 Whilst every attempt is made to ensure that courses/activities actually run, the company will notify the customer of cancellation as soon as practicable where it believes on reasonable grounds that cancellation is necessary due to dangerous and/or unsuitable conditions of the course/activity.

3.2 In the event of cancellation customers will be offered the choice of the following options:

3.2.1 Full refund of the fee paid; or

3.2.2 Another booking on a different date

4. INSURANCE

4.1 Please note that your booking does not include personal travel or accident insurance - please contact your insurer for details of available cover. Oakley Adventures Ltd hold £5 million public liability insurance cover.