

# Course Booking Form



Please complete all sections and read terms and conditions in section H

If any details change then you are required to inform reception, complete the relevant sections on the form and sign section H

## Activity Details

## Section A

I wish to book my child on the following:

Name of activity 1: .....

Day & time of course 1: .....

Venue: .....

Name of activity 2: .....

Day & time of course 2: .....

Venue: .....

I enclose payment of £ ..... for the above course/s.

## Child Details (one booking form per child please)

## Section B

First Name: ..... Surname: .....

Membership ID: ..... Age: ..... Date of birth: ..... Male  Female

School: .....

Ethnicity: White  Mixed  Black  Black British  Chinese  Asian  Other: .....

How did you hear about the course/s: .....

## Parent / Guardian Details

## Section C

Name: Mr  Mrs  Ms  Miss  ..... Membership ID: .....

Address: .....

..... Postcode: .....

Email address: .....

Tel No (Home): ..... (Work / Mobile): .....

Emergency contact name: .....

Emergency contact tel no: .....

## Child's Medical Details

## Section D

Doctors name: .....

Address of practice: .....

..... Postcode: .....

Please indicate any medical conditions / allergies / medication: .....

.....

## Child's Needs / Requirements

Does your child have special needs? Yes  No

If yes, please provide details: .....

.....

## Part 2

**Important** - Please read and sign

### Parental Consent & Safety

### Section E

I give consent for the administration of basic First Aid treatment by staff trained in First Aid.

I give consent for my child to be taken to hospital in an emergency.

I give consent for the administration of any medical treatment in the event I am unable to be contacted.

Parent / Guardian signature: .....

### Collection Of Children

### Section F

Runnymede Leisure do not allow any children 11yrs and under to arrive or depart any venue unsupervised at the beginning or end of any session. All children must be collected by one of the adults. (18yrs +) named below:

Name of authorised adult 1: .....

Name of authorised adult 2: .....

Parent / Guardian signature: .....

(Please note: We cannot be responsible for any child who deliberately leaves the site unsupervised.)

### Photography & Mailing List

### Section G

To help promote our services official photographs of some activities may be taken. These photographs may be used for publicity purposes in brochures, banners, web pages and the local press.

If you DO NOT wish your child to be photographed please tick here

All users / participants are automatically added to our mailing list. If you do not wish to receive further information from Runnymede Leisure please tick here

### Terms & Conditions

### Section H

1. Full payment must be made at the time of booking
2. Refunds will only be given in exceptional circumstances and at the Manager's discretion
3. Runnymede Leisure reserve the right to cancel an activity if minimum numbers are not met
4. If any details change then it is your responsibility to inform reception so that the records can be updated
5. All participants are expected to behave in an appropriate manner towards staff, coaches, property, equipment and other participants. Runnymede Leisure reserves the right to exclude a course participant if they fail to behave suitable. In this case no refunds will be available.
6. Runnymede Leisure accept no responsibility for any items lost, stolen or damaged whilst visiting the centre.
7. We recommend that valuables not be brought into the centre and that customers take full responsibility for their belongings
8. Appropriate footwear and clothing must be worn for the activity booked

I have read and understood the booking procedure and terms and conditions

Signed: ..... Print Name: .....

Date: .....

### OFFICE USE

Date completed: ..... Staff int: ..... Child mem ID: .....

#### Egham Leisure Centre

Vicarage Road  
Egham  
Surrey  
TW20 8NL

01784 437695  
www.eghamleisurecentre.co.uk

#### Addlestone Leisure Centre

School Lane  
Addlestone  
Surrey  
KT15 1TD

01932 858966  
www.addlestone-leisure-centre.co.uk