



# Booking Form

Summer Tennis Course: Ages 5 – 12 years

Week 1: 9:30 – 12noon, 23<sup>rd</sup> July – 27<sup>th</sup> July 2018

Week 2: 9:30 – 12noon, 30<sup>th</sup> July – 3<sup>rd</sup> August 2018

## Child's information

Surname: .....

First Name: .....

Date of Birth: ...../...../.....      Age: .....      M/F

Address (if different from above)

.....

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

## Parent/guardian information

Relationship to child: .....

Title: .....      Initials: .....      Surname: .....

Address (if different from above)

.....

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

Home Telephone Number: .....

Mobile Phone Number: .....

Email Address: .....

## Emergency Contact Details

Name: .....

Relationship to child: .....

Tel no: .....

Would you like to be kept informed about London Colney Parish events via email?      YES/NO

**Medical Information**

We will not administer medication of any kind (including epi-pens unless specifically requested)

Does your child take regular medication? YES/NO

If yes, please specify: .....  
.....  
.....

Does your child have any known allergies? YES/NO

If yes, please specify: .....  
.....

Does your child have any relevant medical history, SEND (Special Education Needs Declaration) requirements, a disability or any other information we need to know about? YES/NO

If yes, please specify: .....  
.....

Name of doctor: .....Surgery Name: .....

Telephone number: .....

- I agree to inform London Colney Parish Council if there are any changes relating to the personal or medical details given.
- I give consent for my child to receive urgent medical treatment if necessary.
- On occasion London Colney Parish Council may want to take **photos** for publicity purposes and the media. Please tick if you **do not** wish for your child to be photographed.
- I agree to the course terms and conditions.

**Parent/Guardian Signature** .....

<b>Booking Request:</b>	<b>Week 1 (9:30am – 12noon)</b>	<b>Week 2 (9:30am – 12noon)</b>
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

**Total Payment Due: £** ..... (£7.50 per session)

Payment can be made by BACS, Cash or cheque at the London Colney Parish Council Office. (BACS details: Co-Operative Account, A/C No. 65180305 Sort Code 08-92-99) Please return completed forms to: The Events Officer, London Colney Parish Council, London Colney Community Centre, Caledon Road, London Colney, HERTS, AL2 1PU.

## Course Booking Terms and Conditions

- Each child must be pre-booked using a booking form for our tennis course.
- Payment must be made at the time of booking.
- Course spaces are limited and will be allocated on a first come first served basis.
- Please ensure your child is dress appropriately for the booked activity. These sessions take place outside, therefore please ensure you provide your child with warm clothing
- Please ensure your child has sun cream already applied when required **prior** to attending the session. Coaches will not apply sun cream.
- Please provide your child with a drink for the session in a refillable bottle. Drink breaks will be provided and opportunities to refill water bottles.
- Parents/Guardians are required to sign in and out at the start and finish of each session. The same person dropping off is expected to collect unless we are otherwise informed.
- If a different person will be collecting your child from the activity please ensure you inform the coach upon arrival and note it on the signing in sheet.
- Cancellation – Cancellation must be made at least 24 hours in advance. Cancellation with less than 24 hours will not receive a refund.
- London Colney Parish Council reserves the right to cancel courses and sessions which do not meet minimum occupancy.
- Medication will not be administered by coaches and staff.
- Please inform us of any changes in medical history of your child.
- All equipment is provided.
- Photography – We may from time to time take photos of the sessions for publicity purposes. If you do not wish for your child to be in photos, please complete the relevant section on the booking form.
- All bookings must be made with the London Colney Parish Council Office at the Caledon Community Centre
- Did you know? London Colney Parish Council subsidise the tennis course for local residents, paying 50% towards the cost per child (cost on booking form already includes the discount given).