

BOOKING FORM FOR INDIVIDUALS ATTENDING COURSES AT BURNBAKE ROPES COURSE

Please complete this form using capital letters.

Full Name:		Job Title:	
Organisation:			
Address:			
Training Venue:			
Telephone:		Email Address:	
How did you hear about Vertex?			
Requested Training Course Dates:			
Emergency out of hours contact number:			

Which course(s) would you like to book?

Tick Here	Course	Cost	Duration
<input type="checkbox"/>	ERCA Low Ropes Instructor – Training & Assessment	£150 + VAT	2 days
<input type="checkbox"/>	ERCA High Ropes Instructor – Training and Assessment	£300 + VAT	4 days
<input type="checkbox"/>	ERCA Low & High Ropes Combined – Training and Assessment	£375 + VAT	5 days
<input type="checkbox"/>	ERCA Conversion Course – Training and Assessment	£175 + VAT	2 days
<input type="checkbox"/>	ERCA Rescue Course – Training and Assessment	£270 + VAT	3 days
<input type="checkbox"/>	ERCA Refresher Course – Training and Assessment	£75 + VAT	1 days
<input type="checkbox"/>	ERCA Temporary Low Ropes Course – Constructor & Instructor	£270 + VAT	3 days
<input type="checkbox"/>	Vertex Inspection Training Course	£500 + VAT	4 days

Sub Total

VAT

Total to Pay (excl travel, subsistence, accommodation and certificates)

I hereby agree to the terms and conditions of this booking:

Signature	Print Name	Date

For Office Use Only:

	Booking received		Trainer		Deposit invoice raised		Deposit Paid
	Booking confirmed		Equipment request		Final Invoice raised		Final Invoice Paid

Vertex Instructor Training is Europe's leading training provider for the ropes course industry and has been in operation since 2002.

Please read the following terms and conditions carefully and return the signed booking form agreement to us by post or email. If you have any questions please do not hesitate to contact us.

Admission Criteria for Training Courses

General Requirements for all Courses

- Minimum age of 16 years for low ropes courses, for all other ropes courses 18 years;
- Trained in First Aid including CPR within the previous 3 years;
- Good physical condition (able to partake on the ropes course program without difficulty);
- Confident at height (not for low ropes courses).

Specific Requirements for ERCA High Ropes Course Instructor

- At least one day prior experience on a high ropes course. This could be provided at the beginning of a training course.

Specific Requirements for Generic Rescuer

- Passed training as an Instructor in at least one of the instructor fields (types);
- 1 year's proven experience leading roped activities (caving, climbing, ropes courses etc)
- Skills and experience in rope techniques, knots, abseiling, etc. In addition skills and techniques which are used on the course where the training is taking place.

Specific Requirements for Vertex Inspection Training Course

- Must hold an ERCA Generic Rescuer Qualification or IRATA Level 1

Participant information

Personal Information, Consent and Acceptance and Medical Information forms will be sent with your booking confirmation. These need to be completed and handed to the trainer on the first day.

Participants to Trainer Ratio

For the safety of the participants and the quality of the training we insist upon a trainer to participant ratio of:

1:10 for High Ropes;

1:12 for Low Ropes;

1: 8 for Rescue

1: 8 for Operational Inspection

What we will provide;

- Qualified instructors at an appropriate ratio;
- A training manual in PDF format;
- A certificate and assessment sheet for participants;

What PPE equipment do you need to provide?

- We can provide appropriate equipment but we recommend that where possible you provide your own, providing it meets current safety standards. If you do not have your own working at height equipment and need to use the equipment at Vertex please let us know when you make your booking.
- Please ensure that all PPE equipment is marked and ready for use on the first day of training.

Booking Process & Confirmation;

- Once you have completed and returned your booking form an invoice for the full amount will be raised;
- Your booking will be confirmed within 10 days of receipt of a completed booking form;
- Balance is payable within 30 days of the invoice date;
- Please note: Certificates will not be sent until the final invoice has been paid;
- No contract is made until we acknowledge receipt of the booking form and full payment received.

Payment Method

You can pay for your training course in 3 ways:

- **BACS Transfer** – Bankers' Automated Clearing Services
- **Cheque** – made out to Vertex Instructor Training Ltd
- **Credit Card** – payment by credit card will be subject to a 2.5% surcharge

Cancellation

- If Vertex needs to cancel your course we will make a full refund or organise an alternative date;
- Should you need to cancel your booking, you must do so in writing. Your cancellation will **only** take effect from the date that written notice (this can be by email) is received by us;
- In the unfortunate event of cancellation please do so **no less than 28** days prior to course commencement;
- If you cancel more than 28 days prior to the course taking place it may result in a 25% administrative fee being retained;

- In the event of a cancellation giving less than 28 days notice the full cost of the booking will be charged, unless an alternative date can be agreed;
- In exceptional circumstances we will consider a partial refund but this will be assessed on a case by case basis;
- If the reason for cancellation is covered under the terms of any holiday insurance policy you may be able to reclaim these charges from your insurer.

Insurance

Vertex carries the appropriate insurances to cover all its activities and training, but we recommend you take out appropriate personal accident and cancellation insurance.

Damage/Vandalism/Losses

Please note that you will be charged for all damage incurred beyond what is considered fair wear and tear. Any items of lost equipment will be charged at cost.

Safety

We reserve the right to change, modify or cancel at short notice any activity which we consider compromises the safety of the group, such as clients' ability, equipment, your behaviour, adverse weather conditions etc. This will be carried out in full consultation with your group and may mean that no refund can be given. You and your group need to understand that your actions will contribute to the level of your safety and that of the group.

Contractual Agreement

The signing of the booking form and agreement to the terms and conditions constitutes a contract between you and Vertex Instructor training Ltd, and is therefore governed by and construed in accordance with English law, being subject to the jurisdiction of the Courts of England and Wales. No variation shall be of any effect unless in writing and by the authority of Vertex Instructor training Ltd.

Overdue accounts

Overdue accounts will be charged 5% per week on all money owed.