



Centre Address & Centre Tel. No:

Activity Course Application Form

ADULT or PARENT/GUARDIAN DETAILS

Mr Miss Mrs Ms Other	Tel Home:
	Mobile Tel:
Full Name:	Date of Birth:
Address:	
Postcode:	Membership No (if applicable):
This must be an adult (18yrs+) email address	
E-Mail:	

PARTICIPANT DETAILS

Name of Participant	Date of Birth	Gender	Activity	Day & Time	Level	Start Date

Comments

PAYMENT OPTION 1 - Monthly Direct Debit

"The Customer" requests and authorises Places for People Leisure Limited or one of its Subsidiary or Associated companies to collect INSTALMENTS BY DIRECT DEBIT. The Customer may only cancel this agreement in accordance with the statutory rights and conditions in section 11, 12 and 13 of the Terms and Conditions printed overleaf.

Admin fee	£
Sliding Scale and First Payment	£
Subtotal (Initial Payment)	£
First instalment due on	Date
Future instalments will be collected on or around	(day) of each month
Direct Debit amount	£

Ethnicity Reference No.

Disability Reference No.

PAYMENT OPTION 2 - Period Payment

Period Length:	Wks	Amount: £	Date Paid:	Expiry Date:
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I HEREBY ACCEPT THE ACTIVITY COURSE BOOKING APPLICATION FORM AND THE TERMS AND CONDITIONS AS CONTAINED HEREIN INCLUDING THOSE PRINTED OVERLEAF.

Customer Signature: _____

Print Name: _____ Date: _____

Tick here to opt out of our marketing list HBC hold your data in accordance with the Data Protection Act. Contact reception for details.

Office use only

SIGNED ON BEHALF OF THE COMPANY

Signature:	Print Name:	Date:
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TERMS AND CONDITIONS OF ACTIVITY COURSE BOOKINGS

Membership term

1. 'Activity' means any sporting or leisure activity to be undertaken by the Participant in connection with the Bookings and the Services.
2. The term 'You' refers to the payer of the Activity fees.

Starting the membership

1. You will need to complete an Activity registration document prior to your membership commencement. Failure to complete this will result in the membership being placed in a suspended or cancelled state and any fees paid will not be reimbursed.
2. All fees due will need to be paid prior to commencement of the Activity Programme that the Customer is joining.
3. When paying by direct debit, you will need to pay an initial pro rata payment to cover the period from joining until the next available direct debit date. These prices can be obtained from Reception.
4. When paying by direct debit, your payment will cover the period from when the payment date is due, to the day preceding your collection day the following month. Your direct debit is a rolling payment and has no 'END' date. You must inform the Leisure Centre giving at least 15 days' notice, in writing to end your payments.
5. When completing a registration document for the Activity Programme all personal details are held on our membership system and will be utilised to maintain contact with you. If a place is not available at the customer's current level, the Customer will be placed on a waiting list. We will then contact you once a place becomes available. If for any reason contact cannot be made, the customers details will be placed in a suspended state and removed from the waiting list.

Ending the membership

1. It must be made in writing; verbal requests cannot be accepted under any circumstances.

Cancelling the membership

1. We may cancel the membership in the following circumstances:
 - a. If you/the Customer breaks this agreement or any facility rules repeatedly.
 - b. If the membership card is used by any other person than you to gain access to any facility.
 - c. We will not tolerate our staff or other members of the lesson being verbally or physically abused or intimidated. If this is the case, we will immediately ban you/the Customer from this and any other Leisure facility.
2. If we are required to cancel the membership for a breach of any rules, terms or conditions, there will be no refund made of any part of your subscription fee.
Conditions of use
 1. All Activity Programme places will initially be allocated to Customers already on the programme.
 2. New Customers can join the Activity programme at any point.
 3. All Customers must swipe into the facility using their membership card or volunteer their name for verification at each facility visit prior to entering. This allows us to verify your identity and register the Customers visit when entering the facility.
 4. Customers must wear the appropriate clothing attire. Please contact reception for further details. No jewellery is to be worn at any times during the activity.
 5. All activities are subject to 5 minute registration and administration time during the allocated session time.
 6. Class numbers are restricted and set by the Council to ensure a quality teaching environment and are based on the ASA and British Gymnastics policy guidance.
 7. A safe and controlled environment is paramount for a successful Activity programme to be undertaken.
 8. Queries regarding the Activity or individual customer's progress should be directed to the Coordinator.

Cancellation by you

1. Cancellation by direct debit payers. If you give written notice to cancel a Booking and you are paying by direct debit then:
 - a. If we receive your written notice at least 15 days before the next Payment Date the Booking will be cancelled immediately before the next Payment Date so you will not have to make any further payments.
 - b. If we receive your written notice fewer than 15 days before the next Payment Date, the Booking will be cancelled immediately before the following Payment Date so you will have to make one further Monthly Payment.
 - c. It is your responsibility to cancel the direct debit instruction with your bank.

If your monthly payments fail

1. Whilst you continue to owe us a monthly fee you will not be allowed to take part in a activity or enter the Leisure Facility. We may cancel your booking.
2. We have the right to start procedures to collect any outstanding Fees at any time.
3. IF THE DIRECT DEBIT DETAILS YOU GAVE US WERE WRONG OR YOU HAVE CANCELLED YOUR DIRECT DEBIT WITHOUT GIVING US THE NOTICE WE NEED we will ask you to make payments in cash, cheque, debit or credit card and for you to give us the correct details. IF THERE ARE NOT ENOUGH FUNDS IN YOUR ACCOUNT we may try again to withdraw the Fee by direct debit but if we still cannot collect payments by direct debit we will ask you make payment in cash, cheque, debit or credit card and for you to give us the correct details. If in any of these circumstances we cannot collect payments we may cancel your Booking straight away.

General terms

1. When paying by direct debit it is understood that you will make every effort to ensure that the nominated account is available and in credit so allowing collection of any fees due on the agreed date of collection as agreed during your sign up process.
2. When paying by monthly direct debit, your monthly fees will be amended if the Activity fee changes (i.e. if you change day / activity duration increases or decreases).
3. Before the customer commences their activity a registration form must be completed. We reserve the right to refer any prospective member to his/her GP if there are contra-indications in respect of physical exercise.
4. Member's cards remain the property of Halton Borough Council (HBC). The card maybe retained during the visit and returned upon leaving.
5. Any customer, who mislays, loses or damages their membership card will be required to purchase a new card on their next visit.
6. If during your membership period the customers contact details change in any way you will be required to inform the Swimming or Activities Coordinator.
7. Wrepairs, alterations or maintenance work, or for any reasonable reason. All such changes will be displayed with as much prior notice at possible on the notice boards. This will include any closure or withdrawal of specific services as a result on industrial action. Credits for cancelled sessions will be deducted from your future Activity lesson payments.
8. Children under 8 years old must be accompanied by an adult in the centre at all times.
9. All customers are bound by the Terms and Conditions of each facility.
10. All facilities are subject to availability.
11. If any changes are made to these Terms and Conditions, we will notify you in writing and give 14 days' notice.
12. You assume all the risks and responsibility for any harm, lose, damage, property damage, personal injury or death to you or others resulting from, arising out of, or any way in relation to the customer's use of or presence in HBC facilities.

Physical health of the participant

1. You should consult your doctor before you begin the Activity if you are not sure whether or not it is suitable. If you have any concerns about you or your children's physical condition, you must get medical advice before attending or undertaking the Activity. It is your responsibility to make any instructor for your Activity aware of anything that may affect you or your child/children's participation in the Activity.
2. We may refuse you access to the Leisure facility or prevent you or your child/children from taking part in the Activity if we consider the Activity could put you or your child/children's health at risk.