



NBAC ATTENTIVE NTC

National Boating Activity Centre Nautical Training Corps (Southwick)

Founder: Cdre F.P. Froëstt-Carr OBE NTC
Patron: Rear Admiral R. John Lippiett CB MBE
Commodore: Cdre D.A. Wright NTC

www.ntc.org.uk/attentive
attentive@ntc.org.uk

Registered Charity Number: 306084



BOOKING APPLICATION

Group:		NTC?	Yes / No
Date(s) of booking:		Times from:	To:
Contact name:		Group leader <i>(please tick)</i> :	
Position in group:		<input type="checkbox"/> Attentive staff	
Address:		<input type="checkbox"/> Other <i>(please specify)</i> :	
Telephone no(s):		If the leader will not be a member of Attentive's staff, please see point 6 below.	
E-mail address:			
Type of booking: <i>(Refer to our donation tariffs for further details)</i>			
<input type="checkbox"/> Boating fun day organised by NBAC Attentive		£8 per participant	
<input type="checkbox"/> Other boating fun day		£8 per person (£150 min)	
<input type="checkbox"/> Powerboat training day		£10 per person (£80 min)	
<input type="checkbox"/> Powerboat training evening		£5 per person (£40 min)	
<input type="checkbox"/> Kayaking day <i>(see point 5 below)</i>		£5 per person (£20 min)	
<input type="checkbox"/> Kayaking evening <i>(see point 5 below)</i>		£3 per person (£10 min)	
<input type="checkbox"/> Other <i>(please specify and discuss with us)</i> :			
Deposit charge:	£	<i>(Half of minimum charge)</i>	

Please make cheques payable to 'NBAC Attentive'.

Conditions of Use

The completion and signing of the booking form is regarded as the contract under which the user agrees that they have read, understood and agreed to abide by these conditions.

- Bookings made will only be held for 14 days after which time, if the deposit and booking form has not been received, will be erased.
- In the event of a cancellation, the deposit can only be returned if another group makes another booking for that date.
- The user is responsible for the good behaviour of all those attending during the letting, also for the care of all equipment used and for the fabric of the building. All damages or losses must be reported to the Centre's Officer in Charge or his deputy at the end of the letting period. The user agrees that all such damages, whether or not reported, will be paid for by the group.
- The management of the Centre reserve the right to terminate a letting without notice if not satisfied with the behaviour of the group or the standard of supervision being applied.
- NBAC Attentive NTC does not have it's own instructors, but given enough notice we may be able to help source one. It is the group leader's responsibility to ensure a suitably qualified instructor is used.
- Groups are welcome to organise their own sessions using their own instructors, using their own equipment, or the centres equipment. All group leaders are required to submit a copy of their Qualified Instructor's qualification to NBAC Attentive, and must have attended an induction session arranged with the centre's senior instructor, Ch/O Paul Pomfrey NTC.
- On leaving, all equipment must be properly re-stowed as it was found, all rooms and galley thoroughly cleaned and the premises and surrounds left in a tidy state, in line with the departure checklist. I agree to pay the additional charge for any corrective work required.
- The senior adult from the user group agrees to read and abide by NBAC Attentive operating procedures, and to complete the daily registration form on arrival.

I, the group leader identified above, agree to abide by the conditions of use above, and understand that full payment of the donation and the form of indemnity are required before or on the day of arrival.

Signed: _____

Date: _____

FORM OF INDEMNITY – NBAC ATTENTIVE

[To be submitted with the Booking Application for the use of NBAC Attentive NTC]

I the undersigned, in consideration of being allowed to use the facilities and the building on the dates set out in the attached Booking Application, do hereby undertake and agree, jointly and severally, on behalf of myself

(insert your name) _____

Of (insert your organisation) _____

Telephone number: _____

- a) to make good to the satisfaction of the Management Committee of NBAC Attentive NTC, any damage to fixtures, fittings, windows and building fabric, or loss of or damage to, any equipment stored thereat by reason of such use;
- b) to indemnify the said Committee against costs incurred because of my failure to ensure the building is left in a clean and tidy condition;
- c) to accept responsibility for and to indemnify the Committee from all actions, claims, liabilities and demands of whatsoever kind and howsoever arising (unless attributable to the Committee, its officers, servants or agents) out of the proposed use of the building as detailed in the agreement attached;
- d) at the request of the Committee, to insure, at my expense, the risks specified in (a) and (c) above with an Insurance Company and to produce the relevant policy to the Committee on request. NTC users are covered.
- e) evidence of third party liability insurance in the value of £10,000,000.

Signed: _____

Date: _____

How to complete you booking

Ensure you have the following enclosed:

- Completed booking application
- Completed form of indemnity
- Booking deposit

Please send all documentation to:

Cdr Kevin O'Hara (CSO) NTC

23 The Drive
Court Farm Road
Newhaven
BN9 9DJ