



**ADUR**  
OUTDOOR ACTIVITIES CENTRE

EXAMPLE SCHOOL  
ACTIVITY JOINING INSTRUCTIONS  
PACK

# EXECUTIVE SUMMARY

This residential programme has been designed to give students an insight into the joys of operating and learning in the outdoor environment whilst developing skills for life such as decision-making, resourcefulness, planning, team work and thinking outside of the classroom. Each session has been designed to build on the previous as well as promote self-worth and confidence in a unique and beautiful environment.

Our programmes offer a mixture of practical sessions mixed with group discussions and individual discovery time. We keep our teams sizes to a minimum and therefore maximise the individual's experience.



Alistair Cole FRGS FLS

Director

# LEARNING OUTCOMES

Alongside having fun, the main learning outcomes of this programme are:

- Creating individual and team identity and self-worth
- To engage with the natural environment
- To think outside of normal parameters
- To operate safely in the outdoor environment
- To create group cohesion and identity
- Work towards shared goals and approach new challenges with a positive attitude
- To foster the joy of operating outdoors
- Learning basic outdoor techniques

Outdoor education programmes also link with the National Curriculum. Specifically in the areas of Citizenship, Design Technology, PSHE, Geography, Science and Physical Education. Please contact us for further information on this.

Please see below details of your activities at the Adur Centre, which includes the course programme and location of the centre.

|                         |  |
|-------------------------|--|
| <b>Course:</b>          | Example Outdoor Education Programme                                |
| <b>Date:</b>            | TBC  |
| <b>Venue:</b>           | Adur Centre, Brighton Road, Shoreham-by-Sea, West Sussex, BN43 5LT |
| <b>Grid Reference:</b>  | TQ 20911 04947   |
| <b>Contact Number:</b>  | 0333 340 7100  |
| <b>Emergency Line:*</b> | 03333 407 111  |
| <b>Email:</b>           | info@adurcentre.org.uk   |
| <b>Website:</b>         | www.adurcentre.org.uk  |

\* Only call if it is an emergency!

## MAP



# KIT LIST

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Sleeping bag & mat   |
| <input type="checkbox"/> | Small daysack (to carry lunches etc.)  |
| <input type="checkbox"/> | Refillable water bottle  |
| <input type="checkbox"/> | Pillow   |
| <input type="checkbox"/> | Outdoor footwear   |
| <input type="checkbox"/> | Tracksuit  |
| <input type="checkbox"/> | Waterproof jacket and trousers   |
| <input type="checkbox"/> | Two base layer t-shirts  |
| <input type="checkbox"/> | Fleece/warm tops   |
| <input type="checkbox"/> | Hat & gloves   |
| <input type="checkbox"/> | Training shoes   |
| <input type="checkbox"/> | <del>Boots (if taking part in a rucksack carry activity)</del>                   |
| <input type="checkbox"/> | Old trainers (for water based activities)  |
| <input type="checkbox"/> | Swimming kit   |
| <input type="checkbox"/> | Towel  |
| <input type="checkbox"/> | Wash kit (toothbrush, tooth paste, soap, hairbrush, towels, hair bands, flannel) |
| <input type="checkbox"/> | <del>Mug, plate, bowl, knife, fork and spoon</del>                               |
| <input type="checkbox"/> | Underwear (pants and socks)  |
| <input type="checkbox"/> | Bin bag (to take dirty clothing home in)   |
| <input type="checkbox"/> | Pyjamas/nighties   |
| <input type="checkbox"/> | Slippers   |
| <input type="checkbox"/> | Torch  |
| <input type="checkbox"/> | Reading book   |
| <input type="checkbox"/> | Pocket money in named wallet/purse (maximum £10.00)                              |
| <input type="checkbox"/> | Notebook and pen (optional)  |
| <input type="checkbox"/> | Any personal medication (in named container with instructions)                   |

## Remarks:

- We recommend that you wear suitable clothing bearing in mind the layering system: base layer – thermals; mid layer – fleece top and trousers if required; outer layer – waterproof jacket, waterproof trousers, warm hat & gloves.
- Footwear is activity dependant. If carrying a rucksack you are required to wear boots to provide ankle support. For watersports an old pair of trainers that you can lace up adequately is recommended – this will be in addition to your usual footwear as they will no doubt get wet! For all other activities sports shoes will work.

# ITINERARY

## DAY ONE

| Timings           | Team 1 & 7  | Team 2 & 8    | Team 3 & 9    | Team 4 & 10   | Team 5 & 11 | Team 6 & 12 |
|-------------------|---|---------------|---------------|---------------|-------------|-------------|
| 1000 - 1030hrs    | Group arrives, orientation & safety briefing        |               |               |               |             |             |
| 1030 - 1200hrs    | Team Building                                       | Climbing      | Low Ropes     | Archery       | Kayaking    | Caving      |
| 1200 - 1300hrs    | Lunch   |               |               |               |             |             |
| 1300 - 1430hrs    | Caving  | Team Building | Climbing      | Low Ropes     | Archery     | Kayaking    |
| 1430 - 1600hrs    | Low   | Caving        | Team Building | Climbing      | Low Ropes   | Archery     |
| 1600 - 1730hrs    | Climbing  | Low Ropes     | Caving        | Team Building | Climbing    | Low Ropes   |
| 1730 - 1800hrs    | Downtime  |               |               |               |             |             |
| 1800 - 1900hrs    | Dinner  |               |               |               |             |             |
| 1900 - 2100hrs    | Evening Activity - Bushcraft & Heartstart First Aid |               |               |               |             |             |
| 2100hrs - onwards | Lights Out  |               |               |               |             |             |

## DAY TWO

| Timings           | Team 1 & 7                  | Team 2 & 8    | Team 3 & 9    | Team 4 & 10   | Team 5 & 11   | Team 6 & 12   |
|-------------------|-----------------------------|---------------|---------------|---------------|---------------|---------------|
| 0800 - 0900hrs    | Reveille & Ablutions        |               |               |               |               |               |
| 0900 - 1000hrs    | Breakfast                   |               |               |               |               |               |
| 1000 - 1130hrs    | Low Ropes                   | Kayaking      | Archery       | Caving        | Team Building | Climbing      |
| 1130 - 1230hrs    | Lunch                       |               |               |               |               |               |
| 1230 - 1400hrs    | Climbing                    | Low Ropes     | Kayaking      | Archery       | Caving        | Team Building |
| 1400 - 1530hrs    | Bouldering                  | Raft Building | Bushcraft     | Team Building | Navigation    | Bell Boating  |
| 1530 - 1700hrs    | Bell Boating                | Bouldering    | Raft Building | Bushcraft     | Team Building | Navigation    |
| 1700 - 1800hrs    | Downtime                    |               |               |               |               |               |
| 1800 - 1900hrs    | Dinner                      |               |               |               |               |               |
| 1900 - 2100hrs    | Evening Activity - Campfire |               |               |               |               |               |
| 2100hrs - onwards | Lights Out                  |               |               |               |               |               |

### DAY THREE

| Timings           | Team 1 & 7           | Team 2 & 8    | Team 3 & 9    | Team 4 & 10   | Team 5 & 11   | Team 6 & 12   |
|-------------------|----------------------|---------------|---------------|---------------|---------------|---------------|
| 0700 – 0800hrs    | Reveille & Ablutions |               |               |               |               |               |
| 0800 – 0900hrs    | Breakfast            |               |               |               |               |               |
| 0900 – 1030hrs    | Navigation           | Bell Boating  | Bouldering    | Raft Building | Bushcraft     | Team Building |
| 1030 – 1200hrs    | Team Building        | Navigation    | Bell Boating  | Bouldering    | Raft Building | Bushcraft     |
| 1200 – 1300hrs    | Lunch                |               |               |               |               |               |
| 1300 – 1430hrs    | Bushcraft            | Team Building | Navigation    | Bell Boating  | Bouldering    | Raft Building |
| 1430 – 1600hrs    | Raft Building        | Bushcraft     | Team Building | Navigation    | Bell Boating  | Bouldering    |
| 1600hrs - onwards | Review & Departure   |               |               |               |               |               |

**Note:** Due to the dynamic nature of outdoor education, programmes may change at short notice. In particular, the Adur Centre is located next to a tidal river. River activities can only occur during certain times of the day and cannot be guaranteed due to the changing levels of the river or high winds. In cases such as this, alternative activities will be offered.



The Adur Centre is licensed by the Adventure Activities Licensing Authority (AALA) to provide outdoor adventure activities to the under 18's. A copy of our licence can be found on our website [www.adurcentre.org.uk](http://www.adurcentre.org.uk)

# GRIEVANCE PROCEDURE

If you have a problem during the programme, you should inform the Centre Manager immediately who will endeavour to correct the problem. If your complaint is not resolved locally, please follow this up within 28 days of your return home by writing to our Customer Services Department at The Kiln, Grange Road, Tongham, Surrey, GU10 1DJ - stating the school and programme and all other relevant information. Please keep your letter concise and to the point. This will assist us to quickly identify your concerns and speed up our response to you.

## FAQ'S

### **Q. What equipment will I need?**

A. All specialist activity equipment will be provided by the centre, please bring adequate clothing.

### **Q. Where will I be staying?**

A. Student accommodation is in 8-man "tipi" tents. Students will need to bring their own sleeping bags, mats and pillows.

### **Q. What is the closest train station?**

A. Shoreham-by-Sea (BN43 5WX). It is a five-minute walk away from the centre.

### **Q. Where is the nearest free parking?**

A. Free parking is available at the centre.

### **Q. What is the centre's mobile phone policy?**

A. Full concentration is required during activities – we ask that mobile phones are switched off and left in a secure place in the centre during all programmed activities. You are of course welcome to use your phone during breaks – though some students find this is a good opportunity to get to know their fellow students!

### **Q. Do I need to declare medical conditions?**

A. Students suffering from any medical conditions or disability are required to declare this condition in confidence to Centre Staff.

### **Q. Do I need to be physically fit?**

A. There is no specific level of physical fitness required to take part in activities. However, please speak to Centre Staff on the day if you have any worries.

### **Q. Can I arrive late or leave early?**

A. It is unlikely that we will be able to fulfil the course aims and objectives for anyone that cannot complete the full activity programme. We fully appreciate the time you have given up to attend the activity and recommend that you plan accordingly to allow for travel time etc.

# Sample Menu

| DAY | MEAL      | EXAMPLE  |
|-----|-----------|--|
| 1   | Lunch     | Packed lunch – sandwiches, corn chips, fruit, biscuits     |
|     | Dinner    | Pasta bake (baked potato as alternative option)            |
| 2   | Breakfast | Cereal, toast & porridge                                   |
|     | Lunch     | Packed lunch – sandwiches, corn chips, fruit, biscuits     |
| 3   | Dinner    | Lasagne & mixed salad (baked potato as alternative option) |
|     | Breakfast | Cereal, toast & porridge                                   |
|     | Lunch     | Packed lunch – sandwiches, corn chips, fruit, biscuits     |

## Notes:

- Allergies and food issues will need to be advised prior to the programmes commencement.
- Tea, coffee and squash to be available at all times.
- Fruit will be available at all meal times.



# GENERIC RISK ASSESSMENT

|                                  |   |   |  |  |  |
|----------------------------------|---|---|--|--|--|
| <b>EXTERNAL</b>                  | Weather is appropriate to the activity: any change will have no adverse effect on the group.                                | Weather appropriate to the activity, any change will have minimal effect and will not affect safety.  | Weather change could lead to discomfort and problems if the group is not adequately prepared by training or unfamiliar with the equipment. | Weather change could lead to serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped. | Weather change could have serious repercussions for a well-prepared and trained group.                       |
| <b>MEDICAL SUPPORT</b>           | First Aid and emergency support is accessible within 10 min. Equipment and training is at a high level.                     | First Aid emergency support is accessible within 30 min. Equipment and training is at a high level.   | First Aid and emergency services are available within 1hr. Equipment and training at a high level.   | No First Aid and emergency support readily available staff appropriately qualified in First Aid with good access to kit.                         | No First Aid or emergency support readily available: adults appropriately qualified with limited kit.        |
| <b>ENVIRONMENT</b>               | No accommodation, with hazards that are predictable   | Overnight stays in tents in urban areas with predictable hazards, or in roofed rural accommodation with hazards that change quickly.  | Overnight stays in tents in rural areas with hazards that change quickly.  | Overnight stays in tents in rural areas where there is a close proximity to water, cliffs or other dangerous topographical features.             | An overnight stay in remote areas with no means of communication/help within 1 hour's access.                |
| <b>INSTRUCTOR</b>                | Experienced and qualified at the appropriate level, with specific site knowledge and usage. Well acquainted with the group. | Experienced and qualified at the appropriate level with specific site knowledge and usage. New Group.   | Experienced and qualified at the appropriate level. New site for the instructor.   | Minimum qualifications, regular participant in this activity.  | Minimum qualifications, recreational participant.  |
| <b>INDIVIDUAL</b>                | Very experienced appropriate level of competency  | Regular exposure to the activity. An adequate level of competency.  | Experience at a recreation level, some competency.   | Some experience at an introductory level. No competency.   | Absolute novice, no experience of the activity and/or has special needs.                                     |
| <b>ACTIVITY</b>                  | Within the everyday experience of the individual.   | Outside the every day experience of the individual but total competency has been achieved in training.  | Outside the every day experience of the individual but basic competency has been achieved in training.                                     | Outside the every day experience of the individual but training has been given.  | Outside the experience of the individual with no similar aspects of training encountered by the participant. |
| <b>26-30 : UNACCEPTABLE RISK</b> |   | The hazards encountered are far beyond the experience of the group and the Party Leader.  |  | <b>Risk Assessments and Standard Operations to be within Adur Centre guidelines at all times</b>   |  |
| <b>20-25 : HIGH RISK</b>         |   | The hazards encountered are either extreme or very much beyond the everyday experience of the group. The repercussions of an unintended event could lead to serious consequences. |  |  |  |
| <b>11-19 : MEDIUM RISK</b>       |   | The hazards encountered are outside the group's experience but by adopting principles of safe practice should bring them to an acceptable level.                                  |  |  |  |
| <b>6-10 : LOW RISK</b>           |   | The possibility and nature of an unintended event occurring are not substantially different to those encountered in every day experience.   |  |  |  |

Please ask for copies of activity specific risk assessments

# TERMS & CONDITIONS

Your contract is with The Adur Centre (hereinafter referred to as AC) (a trading name of Adventure Lifesigns Training Limited a company registered in England and Wales, Company number 04805834, whose registered office is at The Kiln, Grange road, Tongham, Surrey, GU10 1DJ, our successors and assigns). The Client means the person(s), Company or Organisation contracting for the services of AC. Course Participant means the individual or individuals attending the course. This Contract will come into existence as soon as we issue our Confirmation Invoice and shall continue until the course has ended but such expiry shall not affect accrued rights and liabilities of the parties and shall not affect any continuing obligations of the parties under this Contract.

**1. FEES.** Quotations are valid for 30 days from date of the quotation. All fees are subject to the addition of V.A.T. at the prevailing U.K. rate, which will be shown on the AC invoice. The AC Confirmation invoice will be raised when the Clients' order is confirmed. Where the fee is not paid at the time of order, the fee must be paid within 30 days of the invoice date. Where the Client falls outside the definition of "small business" under the Late Payment of Commercial Debts (Interest) Act ("the Act"), AC shall be entitled to charge the Client interest on the amount unpaid at the statutory rate provided by the Act and in other cases charge the Client interest (before as well as after judgment) on the amount unpaid at the rate of 4% over the base rate of HSBC Bank PLC from time to time and shall accrue on a daily basis.

Time of payment shall be of the essence of the contract and the failure of the Client to pay any part of any invoice in due time shall entitle AC to cancel the Course and to recover damages for breach of contract by the Client. Such damages shall include, without limitation, any bank charges or other costs or expenses incurred directly or indirectly in connection with the Client's failure to pay on the due date as well as any consequential costs incurred by AC including but not limited to flights, other transport arrangements, accommodation and equipment costs. AC shall have authority to re-allocate the Course without prejudice to any of its other remedies. The Client waives all and any future claims and rights of set off against any payment due by the Client under these Conditions and agrees to pay any amounts due regardless of any equity, set off or cross-claim on the part of the Client against AC.

All fees are quoted 'per Course Participant' (unless stated elsewhere) and all courses have a maximum number of Course Participants as detailed on the AC promotional literature. In certain circumstances, further Course Participants may be allowed to attend the course but AC reserves the right to charge the 'per Course Participant' fee for additional course Participants who attend. All course fees include the cost of administration, documentation, use of equipment, aide-memoires, all course notes, use of training materials during the duration of the course and issue of course certification. Course fees at a AC venue will include on site car parking and light refreshments, however AC are not responsible for the following and are excluded in every case:

- Cost of transporting Course Participants to and from our training venue (unless otherwise stated).
- Cost of transporting Course Participants to and from arranged accommodation and the training venue (unless otherwise stated).
- Cost of providing In-house facilities.

**2. COURSE STANDARDS.** Courses will be delivered to United Kingdom standards unless agreed otherwise in writing on the contract invoice. It is the responsibility of the Client to ensure that the course is suitable for their purposes and the purposes of the Course Participants, for the jurisdiction in which the skills and knowledge learned on the course will be utilised.

**3. CANCELLATION.** AC reserves the right to cancel or postpone any course for any reason without any liability to the client including any consequential losses. If cancellation by AC becomes necessary, as much notice as possible will be given and the client will be offered a choice of:

A full refund, if the course has not yet commenced;  
A proportionate refund, if the course has commenced and is not yet completed;  
An alternative date to commence or complete the course as appropriate to the circumstances.

If the Client requests cancellation or postponement of any course, no fees will be payable PROVIDED that AC is given 21 days advance notice in writing and that AC has not incurred any costs (for example, but not limited to any transport, flights, visas, subcontractor costs)

associated with the contract, in which case the client will be responsible for payment of those costs and agrees to indemnify AC against any such costs.

If less than 21 days written notice is given, any refund will be calculated on the following basis:

14 to 20 days written notice prior to course commencement = the client will be responsible for any costs incurred and AC will refund 75% of the balance of the course fee left after this deduction.

7 to 13 days written notice prior to course commencement = the client will be responsible for any costs incurred and AC will refund 50% of the balance of the course fee left after this deduction.

2 to 6 days written notice prior to course commencement = the client will be responsible for any costs incurred and AC will refund 25% of the balance of the course fee left after this deduction.

Less than 2 days written notice prior to course commencement = No refund will be given.

In exceptional circumstances and at the discretion of a AC director, a course or places on a course may be postponed rather than cancelled (i.e adverse weather). In cases where a course or a place on a course is immediately rearranged to an alternative date and therefore only postponed, cancellation fees will not be payable. Further cancellation or postponement of an already rearranged course or place on a course would be subject to a mandatory 100% cancellation fee irrespective of the amount of prior written notice which is given.

**4. FAILURE TO ATTEND.** Notwithstanding the provision of clause 2 above, if any course Participant fails to attend any course or any part of any course on which a place has been reserved, fees in respect of that Course Participant will be payable in full. However:

If the course on which a place has been reserved for a Course Participant has not yet commenced, a substitute Course Participant may be nominated for that course.

If the course on which a place has been reserved for a Course Participant has commenced but for exceptional reasons the Course Participant has not been able to complete the course, an alternative date will be offered to enable the Course Participant to complete the remaining part of the course. Exceptional reasons include illness supported by a doctor's report or self-certification or compassionate grounds. At the discretion of an AC director, if an insufficient number of Course Participants attend any one day, the course or part of the course may be postponed or cancelled in accordance with clause 3 above.

Attendance at all parts of a course are mandatory for certification to be issued.

**5. SUITABILITY.** For certain courses, Course Participants must not suffer from any medical or other condition which would restrict their ability to undertake practical work which can be an essential part of the training. If, despite reasonable adjustments, a Course Participant is considered unsuitable on Health and Safety grounds, in the opinion of a AC director, with due consultation the Course Participant may be asked to leave the course. In this event, AC reserves the right to retain the fee or a proportion of the fee for that Course Participant. In all cases, Course Participants must comply with the course pre-entry qualification requirements, as exceptions will not be made. Course Participants should wear practical clothing during the course and be willing to participate in physical activity which may include but will not be limited to carrying stretching, bending down, crouching and physical contact between themselves and other Course Participants or instructors.

**6. PROPERTY OF AC.** Any equipment, goods or training materials supplied by AC remain the property of AC, apart from free issue course notes and other such material, which will be clearly identified. All such material is copyright and no copying or publishing of any part of it is permitted without the written permission of AC. AC Intellectual property will remain the sole property of AC and will not pass to the client or Course Participant.

**7. INSURANCE.** AC carries public liability insurance to a limit of £25,000,000.00 for any one incident. All property provided by and used by AC on courses is insured against accidental (but not deliberate) damage. The Client is required to insure any equipment provided for In-house training against accidental or deliberate damage.

**8. HEALTH AND SAFETY.** The Client is required to ensure compliance with any Legislation, Regulation, Code of Practice or Guidance laid down by the Health and Safety Executive or local authority with regard to the safety and suitability of premises, transport and facilities provided for courses at a Client provided venue. AC will request details of the course venue (e.g. 1.34 square metres per person regarding training room size) before the course commences. AC has produced full risk assessments pertaining to training courses, which they undertake, and all instructors undertake a dynamic risk assessment of all venues.

Where appropriate, Course Participants will be advised of any possible hazards which may be present during the course of training and procedures they should adopt to eliminate or minimise the risks pertaining to the hazards.

**9. ALTERATION.** AC reserves the right to amend these terms and conditions without prior notification. English Law shall govern these Terms and Conditions of Trading. Any alterations, modifications or extensions affecting the above clauses shall not be valid unless agreed by AC and acknowledged in writing.

**10. REFUSAL OF ADMISSION/CONDUCT/**

**ALCOHOL/DRUGS.** The Client shall use its best endeavors to ensure that all Course Participants read and study, in advance, any information made available to the Client or Course Participants by AC regarding preparations for the Course to be provided. The Client shall use its best endeavors to make Course Participants aware that they are expected to follow the instructions given in such advance information.

If AC in its absolute discretion considers the conduct or clothing of any Course Participant seeking admission to or participation in the whole or part of the Course is likely to cause risk to the welfare, safety or conduct of that Course Participant or any other Course Participant, then AC shall have the right in its absolute discretion to refuse such admission or participation by such Course Participant without having to give detailed reasons.

If a Course Participant's conduct whilst participating in the whole or part of the Course is such that in its absolute discretion AC believes it is likely to cause risk to the welfare, safety or conduct of others participating in the whole or part of the services, then AC may require the Course Participant to retire from the Course without any refund and in such circumstances the Client will be responsible for any additional costs incurred by AC.

We have a zero tolerance policy in relation to alcohol and drugs. Any Course Participant who attends the course under the influence of or becomes under the influence of or smelling of alcohol will be refused admission and no refunds will be given.

**11. IF YOU HAVE A COMPLAINT.** If you have a problem during your course, please inform the instructor immediately who will endeavour to put things right. If your complaint is not resolved locally, please follow this up by writing to our office at the Kiln, Grange Road, Tongham, Surrey, GU101HL, UK giving your booking reference and all other relevant information and where possible evidence. We must receive any such complaint not later than 28 days of the date of the completion of your course. **It is strongly recommended that you communicate any complaint to our representative without delay and complete a report form whilst on the course.**

If you fail to follow this simple procedure we will have been deprived of the opportunity to investigate and rectify your complaint whilst you were on the course and this may affect your rights under this Contract as you will have failed to have mitigated (minimised) your losses and will be unable to recover compensation for this element subsequently.

**12. FORCE MAJEURE.** AC shall not be liable to the Client for any event beyond the control of AC including (but not limited to) an act of god, war or threat of war, riot, civil strife, industrial dispute, terrorist activity and its consequences, natural or nuclear disaster, volcanic activity, fire, outbreak of disease or imposition of quarantine, epidemics or health risks, closed or congested airports, ports or stations, changes imposed by re-scheduling or cancellation of transport by the transport supplier such as flights by airlines or main charter, the alteration of transport, transport schedule or transport types, adverse weather conditions (actual or threatened), adverse diving conditions, avalanche and technical failure with transport, Foreign and Commonwealth Office advice (or equivalent if the students are not UK Citizens) changing and advising against travel to the Course destination, poor local infrastructure, or where AC deems the safety of a group could not be guaranteed.

**13. LIABILITY.** If the Contract we have with you is not performed or is improperly performed by us we will, save in cases of force majeure, pay you appropriate compensation if this has affected the delivery of the course. Our liability in contract, tort or otherwise arising, except in cases involving death, fraudulent misinterpretation or personal injury, shall be limited to the price paid by the client for the course. You agree that we

will not be liable for any consequential loss of any form arising from any breach of this contract including but not limited to consequential losses, lost job opportunities, wages, accommodation or travel.

Where the premises and equipment are those of or arranged by the client, AC will have no responsibility for and the client will keep AC and its staff fully indemnified against any claim arising from the state or condition or use of the premises or equipment or presence or conduct of third parties or its staff on those premises.

Where AC been asked by the client to arrange services delivered by a third party, AC will act as agent for the client and will have no liability for the actions of or any losses or damage caused by the third party and the client will keep AC and its staff fully indemnified against any claim arising from the actions, omissions, breach of contract or negligence of the third party or the client.

**14. DATA PROTECTION.** We shall ensure that proper appropriate security measures are in place to protect your personal data (as defined in the Data Protection Act 1998). When you make a booking, you consent to all the information you provide being passed on to our suppliers, agents, sub-contractors, employees or volunteers whether based inside or outside the European Economic Area for the purposes of our providing you with the Expedition.

**15. INTELLECTUAL PROPERTY, IMAGERY AND TESTIMONIALS.** By agreeing to these terms and conditions, you/the Course Participants consent (unless the contrary is indicated by you on the booking form) to:

- AC staff taking photographs and or video footage of you/them during the course and that these images may be used by us for publicity and training purposes including, but not limited to, in brochures, websites and marketing material.
- the use of your corporate / organisation / group name and logo by us for publicity and training purposes including, but not limited to, in brochures, websites and marketing material. You also consent to us identifying the nature of the course we have delivered to you.
- the use of any testimonial or feedback provided by you relating to the course for publicity and training purposes including, but not limited to, in brochures, websites and marketing material. You also consent to us identifying the nature of the course we have delivered to you.

**16. GENERAL.** We shall be entitled to novate or assign the Contract or any part of it to any third party. You shall not be entitled to assign the Contract or any part of it without our express written consent.

**17. NOTICES** All communications relating to this Agreement shall be in writing and in English and delivered by hand or sent by first class post, electronic mail (not text message) or facsimile to the party concerned at the relevant address shown in the Contract Details (or such other address as may be notified from time to time by one party to the other). Any communication shall take effect if hand delivered upon delivery; if posted, at 10.00am on the second business day after posting; if sent by electronic mail or facsimile when a complete and legible copy of the communication, whether that sent by electronic mail or facsimile has been received at the appropriate address.

**18. JURISDICTION AND CHOICE OF LAW.** The Contract incorporates these terms and conditions, which are governed by the law of England and Wales and the parties irrevocably agree to the exclusive jurisdiction of the Courts of England and Wales. This is fundamental to our agreement as it impacts on our insurance coverage. If this is not acceptable to you, please advise in advance of contracting with us.

**19. ENTIRE AGREEMENT.** If any of these terms and conditions are found by any Court or other competent authority to be wholly or partly unfair or unenforceable the validity of the rest of the Contract and the rest of the condition in question shall not be affected and shall remain valid and enforceable to the extent permitted by law.

A person who is not a party to the Contract or these terms and conditions has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract or these terms and conditions but this does not affect any right or remedy of a third party which exists or is available apart from this Act.



**ADUR**  
**OUTDOOR ACTIVITIES CENTRE**

Brighton Road. Shoreham-By-Sea. BN43 5LT  
Tel: 0333 340 7100

Email: [info@adurcentre.org.uk](mailto:info@adurcentre.org.uk)