

COACH VISIT BOOKING FORM 2019



Please complete all sections and return to:
Ventnor Botanic Garden, Undercliff Drive, Ventnor PO38 1UL
or email to marketing@botanic.co.uk

Name of Coach Company:	
Address:	
	Post Code:
Telephone:	Email:
Office Contact:	
Office Contact Email: (if different from above)	

Date of Visit:	
Expected Arrival Time:	Expected Departure Time:
Expected Numbers*: (please advise if any special access is required as soon as possible)	
Name of Tour Guide on Day: (to be supplied within 7 days of visit)	
Contact Number for Tour Guide/Driver: (to be supplied within 7 days of visit)	

*Coach Parties of less than 10 should contact the office on 01983 855397 as charges will differ from below

Visit Required:			
<input type="checkbox"/>	Stop Off and Café Visit	no garden admission	FREE
<input type="checkbox"/>	Short Garden Visit	no more than 1 hour visit	£4 per person
<input type="checkbox"/>	Extended Garden Visit	more than 1 hour visit	£6 per person
<input type="checkbox"/>	Garden Visit and Tour (English Speaking Guide only)	more than 1 hour visit	£8 per person
<input type="checkbox"/>	Extended Garden Visit hosted by the Garden Curator		£12 per person

A £50 non-refundable deposit is payable if you require Garden Admission and must be submitted with this completed Booking Form. This deposit is offset against the final invoice value. Please note that no deposit is payable if you are making a Stop Off and Café visit only. Deposit payments can be made by cheque, by telephone or directly in to our bank account. See reverse for payment instructions. We will require the completed booking form to be returned.

By signing this form you indicate that you have read the Terms & Conditions on the reverse and specifically clauses 2, 3 and 4. You accept and hereby apply as shown above, for which you agree to pay the charge, less the deposit, according the scale in force at the time of the visit. You also acknowledge that you have the necessary authority to sign this form on behalf of your company.

Signature: _____ Date: _____

TERMS & CONDITIONS FOR COACH VISITS TO VENTNOR BOTANIC GARDEN

Ventnor Botanic Garden is owned and managed by Ventnor Botanic Garden CIC (a Community Interest Company) supported by the charity Ventnor Botanic Garden Friends Society.

1. BOOKINGS

- 1.1 A provisional booking for a Coach Visit at Ventnor Botanic Garden will be reserved for up to fourteen (14) days from initial enquiry, subject to availability
- 1.2 A booking will only be confirmed once the official Booking Form has been completed and returned together with the appropriate non-refundable deposit. Once a booking form has been received and processed, the Client will be bound by the terms and conditions herein
- 1.3 Ventnor Botanic Garden reserves the right to refuse any booking

2. DEPOSITS AND PAYMENTS

- 2.1 A £50 non-refundable deposit is payable if you require Garden Admission. This is offset against the final invoice value. No deposit is payable if you are making a Stop Off and Café visit
- 2.2 You can pay directly into our bank: Lloyds Bank plc, Newport Branch, Sort Code 30-95-99, Account Number 33872460. Iban No: GB32 LOYD 3095 9933 8724 60. **Please use your coach company name and visit date as a reference.** Alternatively you can pay by debit or credit card over the telephone by calling 01983 855397 or send a cheque to Coach Bookings, Ventnor Botanic Garden, Undercliff Drive, Ventnor, Isle of Wight PO38 1UL
- 2.3 Invoices must be paid no later than seven (7) days prior to your visit unless alternative payment plans have been arranged and acknowledged in writing beforehand

3. FINAL NUMBERS

- 3.1 Final numbers should be given no less than seven (7) days prior to your visit
- 3.2 In the event that the numbers change within 7 (seven) days prior to the visit then the Client must contact Ventnor Botanic Garden immediately by telephone on 01983 855397

4. CANCELLATION

- 4.1 In the event of a cancellation of booking, written confirmation must be received via email at **events@botanic.co.uk**. Ventnor Botanic Garden will acknowledge the cancellation by return and will detail any charges that may apply
- 4.2 If cancellation is received greater than seven (7) days from the visit then only the deposit is forfeit (if applicable)
- 4.3 If cancellation is received within seven (7) days of the visit then any additional charges incurred by Ventnor Botanic Garden, which may include additional staffing costs, goods or services then the Client must meet these in full
- 4.4 Ventnor Botanic Garden does not accept liability for the cancellation or curtailment of a visit due to adverse weather conditions or any other unforeseen circumstances. In this eventuality, clause 4.3 would be applied

5. PRICES

The prices quoted in Ventnor Botanic Garden literature and on the website are inclusive of VAT at 20%, but may be subject to any change in the rates of duty or VAT. Tariffs are reviewed annually and take effect from the 1st April each year. We do, however, reserve the right to amend prices and details without notice

6. CONDUCT OF VISITORS

The Client is responsible for the maintenance of good conduct of all persons visiting. Ventnor Botanic Garden contains some very rare species of sub-tropical plants and any clippings taken or plants removed will be considered vandalism and/or theft and the relevant authorities will be contacted

7. COACH PARKING

Coach Drop Off is immediately outside the entrance to the courtyard that houses the Café, Shop and Gallery. Once visitors have disembarked the coach must park in the designated coach park on the left of the main entrance

8. INDEMNITY

The Client shall indemnify Ventnor Botanic Garden, its owners, officers, partners and employees against all charges, claims, damages, liabilities, proceedings, demands, fines, fees, costs or expenses (to include legal expenses) including but not limited to loss of goodwill, loss of revenue and loss of opportunity by Ventnor Botanic Garden, directly or indirectly, as a result of the breach of terms and conditions and/or negligence or wilful default of the Client or any of its own clients

9. GENERAL

Ventnor Botanic Garden will not be liable for any loss due to cancellation or non-provision of any service due to circumstances outside of its control, except where Ventnor Botanic Garden is proved to have been negligent