



COURSE / ACTIVITY GROUP BOOKING FORM

Note:

1. This form may take you 3 minutes to fill in. You will need the organisation stamp if you are applying for an organisation.
2. This form is to facilitate group booking for one Course/Activity only, please fill up a separate form if there are additional courses or activities required. Individual Course/Activity and/or Membership forms may still need to be submitted accordingly.
3. Please note that additional fees are chargeable for Safety Boat escort if required.
4. PAssion WaVe reserves the right to change any part of the Course/Activity in view of safety.
5. Please note that certain Course/Activity are only available at specific PAssion WaVe outlets, please check with the outlet for availability.
6. Upon completion of Group Booking Form, please e-mail, mail or fax to the selected PAssion WaVe outlet for your Course/Activity.
7. PAssion WaVe will respond with a quotation which must be returned to indicate acceptance of quotation by customer.
8. Booking is only confirmed upon PAssion WaVe responding to customer after receiving the acceptance of quotation, which will be sent via email or fax.
9. Once accepted and confirmed by PAssion WaVe, the applicant understands that he/she and the organisation represented is liable for the full Course/Activity fee based on the confirmed number of participants. Any changes to the number of participants must be made known at least 7 days before commencement, and individual forms/nominal roll should be submitted prior to commencement. Charges may apply for any amendments to the booking after confirmation, according to the terms and conditions as listed in the quotation. (Terms and Conditions can be found on page 2 of this Group Booking Form.)

PARTICULARS OF PERSON IN-CHARGE (MUST BE AT LEAST 21 YEARS OLD)	
*NRIC / FIN / Passport No. _____ *S/F/G _____	Position In Organisation _____
Full Name (in CAPITAL LETTERS) *Mr / Ms / Mrs / Mdm / Dr / Prof _____	Contact Details Home No : _____ Office No: _____ Fax No: _____ Mobile No : _____ Email : _____
Home Address _____ _____ _____ Postal Code: _____	Name of Organisation _____
Organisation Address _____ _____ Postal Code: _____	Name of Organisation _____

DECLARATION

I declare that the above particulars are true and agree to abide by the rules and regulations according to the policies of PAssion WaVe.

Signature of Applicant

Organisation Stamp

Date

COURSE / ACTIVITY INFORMATION

Kayaking

- Orientation Programme
 1 STAR Personal Award
 2 STAR Personal Award
 3 STAR Training Course

Sailing / Windsurfing

- Basic Pico
 Basic Laser
 Windsurfing Orientation
 Windsurfing Proficiency

Others

- Stand Up Paddling Starter Course
 Dragon Boat Orientation
 Sea Rafting
 Please Specify: _____

Course / Activity Venue

- (Bedok Reservoir)
pa_wvbedokreservoir@pa.gov.sg
 (Lower Seletar Reservoir)
pa_wvlowerseletar@pa.gov.sg
 (Marina Bay)
pa_wvmarinabay@pa.gov.sg
 (Sembawang)
pa_wvsembawang@pa.gov.sg

- (Jurong Lake)
pa_wvjuronglake@pa.gov.sg
 (East Coast)
pa_wveastcoast@pa.gov.sg
 (Pasir Ris)
pa_wvpasirris@pa.gov.sg

Course / Activity Dates

dd	/	mm	/	yy

Time of Course/Activity

Number of Participants

	Quantity	Non-member Fee /	Fee with Membership	Total
No. of participants between 18 to 59 years old:	[]	\$ _____ /	\$ _____	\$ _____
No. of participants below 18 or 60 years and above:	[]	\$ _____ /	\$ _____	\$ _____
Total no. of participants / Amount Chargeable:	[]	\$ _____ /	\$ _____	\$ _____

FOR OFFICIAL USE

Class No.:	Reference ID.:
Date Quotation Sent:	Remarks / Staff-in-charge:
Date Quotation Acceptance Received:	
Amount Received: *Cash / NETS / Cheque / AR :	

*Delete as necessary

updated: 01072019

Terms & Conditions:

- 1) Quotation is valid for 30 days from the date of quotation;
- 2) Booking is confirmed after WV have received and responded to the acceptance of quotation from customer.
- 3) Booking is charged according to number of participants confirmed via the Group Booking Form/Quotation. Any changes should be made minimally 7 days prior to the course; No additional participants are allowed to join the Course/Activity on the day of commencement. However, additional participants are allowed if prior notice is given subject to availability, and payment must be made.
- 4) There is no reschedule, refund or substitution upon confirmation of booking.
- 5) No refund will be given once the fee is paid, except in cases where the course/activity/facility booking is cancelled or rescheduled as deemed necessary by WV.
- 6) Charges may still be applicable even in the event of cancellation or rescheduling in order to cover for third party costs and other administrative costs e.g. petrol, food, trainers fees.
- 7) Payment may be made in full by cash, NETS or cheque prior to the commencement of Course/Activity based on the number of participants stated in this form. There will be no refund for absentees. All cheques must be made payable to "PAssion WaVe."
- 8) Cancellation charges based on the number of days made before course commencement:
 - 7 calendar days or less: 100% of course fees
 - 14 calendar days or less: 75% of course fees
 - 21 calendar days or less: 50% of course fees
 - 28 calendar days or less: 25% of course fees
 - More than 28 calendar days: no charges
- 9) PAssion WaVe will accept up to 10% attrition for group bookings. Absentees shall provide valid reasons supported by official documents (e.g. Medical Certification), subject to PAssion WaVe's approval. The booking organisation shall bear the course/activity/facility fees exceeding the attrition rate. There will be no refund of fees for subsequent withdrawals when the programme commences.