



OFFICE USE ONLY	
INV#	
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BOOKING FORM

Date of Sailing Program: ____/____/____

PERSONAL INFORMATION

Client First Name: _____ Client Surname: _____

Address for all correspondence: _____

Email Address: _____ Date of Birth: ____/____/____

Home Phone No: _____ Mobile No: _____

Male Female

COURSE DETAILS Please tick relevant course

- Start Yachting (2 days)..... \$ 595 pp
- Competent Crew (5 days)..... \$ 1,250 pp
- Competent Crew (6 days - 3 x weekends) \$ 1,390 pp
- 3 days Sail Training Programs for CC – pre-requisite SY, or DS or CS programs..... \$ 800 pp
- Day Skipper Practical (5 days) \$ 1,250 pp
- Day Skipper Practical (6 days – 3 x weekends) \$ 1,390 pp
- Day Skipper Fast Track (2 weeks + on-line theory)..... \$ 2,900 pp
- Day Skipper Theory (On line theory)..... \$ 550 pp
- Coastal Skipper Practical (5 days) \$ 1,250 pp
- Coastal Skipper/Yachtmaster Theory (on-line)..... \$ 640 pp
- Coastal Skipper Fast Track (4 weeks + on-line theory)..... \$ 5,900 pp
- Yachtmaster Preparation..... \$ 1,300 pp
- Yachtmaster Fast Track (13 week program)..... \$14,500 pp
- STCW Certificate of Safety Training..... \$ 2,155 pp

Please Note: There is an additional cost of \$200 for Shore-based Theory Courses TOTAL: \$
All prices are in Australian dollars (AU\$) and subject to change without notice

SAILING EXPERIENCE

For those who do not have any previous sailing experience, welcome to the wonderful world of sailing!

For those who have previous sailing experience, please outline your sailing experience;

Have you previously done any formal sailing qualifications? Yes No If yes please provide details:

Are you familiar with basic navigation chart use? Yes No

How many years have you been sailing? _____ How many days have you sailed in the past year? _____

What are your ambitions from taking the course? _____



FOOD AND BEVERAGE

All meals are included while on board the yacht. These are breakfasts, lunches and evening meals (except Start Yachting). Please advise if you have any special dietary requirements:

Beverages are not included in the course cost.

PAYMENT DETAILS

- Cheque Please make payable to – South West Yacht Charters Pty Ltd
Post to: PO Box 260, PALMYRA Western Australia 6957
- Credit Card Visa | Mastercard | AMEX 2.5% Surcharge (Please circle one)

Please complete even if details have already been given when booking.

Card Number: _____ CCV# _____ Expiry Date: _____

Card Holders Name: _____ Signature: _____

Please debit \$ _____ being 25% deposit / full payment (please circle)

- Direct Bank Transfer: Bank: Bank West Account Name: South West Yacht Charters
BSB: 306070 Account No: 0659123
- Course Balance: Please take the balance of my course cost from my credit card when it becomes due, 21 days prior to course commencement.
- Additional Charges: Please take any purchased items requested by me after the balance has been paid from my designated credit card.

HEALTH & SAFETY DECLARATION

Swimmers: It is strongly recommended that all those participating in the sport of cruising should be able to swim. It is essential that the instructor in charge of a course should know if any members of the course are non-swimmers and should require non-swimmers to wear life jackets at all times when on deck or in a dinghy. **Please note: strictly no smoking, contraband or drugs on board the yachts.**

Health: Details of any medical treatment being received (if none write "none").

I declare to the best of my knowledge I am not suffering epilepsy, disability, giddy spells, asthma, diabetes, angina, or another heart condition and I am fit to participate in the course. I have also read and understood the "swimmers" clause above and will advise my instructor if I am not a competent swimmer. I understand that sailing (both inshore and offshore) can be a strenuous activity and I declare that I am physically fit to participate in every aspect of the activity and that I am aware of and accept the risks of participating in the course.

Name: _____ Signature: _____ Date _____

TERMS & CONDITIONS

Bookings and Payments: Telephone and/or email bookings will be held without deposit for a maximum of 24 hours. Upon receipt of a registration form completed in full and signed, together with minimum deposit or full payment, the booking will be confirmed.

Chardonnay Coast Sailing will only enrol students that have paid the deposit. Deposits are non refundable.

Payment Requirements:

Period	Fees Required
Upon booking	25% of course cost required
21 days before course commencement	Full course fees required. In the event of non payment we reserve the right to re-sell the course and the deposit will be forfeited

Refund Policy:

Reason for Refund	Notification Period	Minimum Refund
Client Withdraws/Reschedules	More than 21 days prior to course commencement	Fees can be transferred to a future course Full Refund less the deposit
Client Withdraws/Reschedules	Less than 21 days prior to course commencement	No refund will be given unless Chardonnay Coast Sailing can fill that booking with another student. Deposit is non refundable.
Client Withdraws/Reschedules	After commencement of the course	No refund will be given
Chardonnay Coast Sailing cancel's the course		Fees will be fully refunded or transferred to a future course. Chardonnay Coast Sailing shall not be liable for incidental costs such as flight or accommodation costs

To seek a refund, please contact our office.

Induction / Orientation Process

A thorough orientation will be provided to Students. This will include information on all aspects of training, assessment, and support facilities available, as well as participant expectations and responsibilities.

Students Under 16: Clients aged under 16 will only be accepted with a written consent from a parent or guardian.

Health: Clients with special medical problems should check that their GP considers them safe to sail and advise the School of the condition when booking, and both the principal and Instructor when reporting for the course. Bring any personal medication necessary.

Travel Insurance: It is strongly recommended that clients obtain travel insurance to cover the inability to attend a course or leaving a course early due to illness or injury as we cannot refund the course fees if a course is cancelled within 21 days of course commencement date.

Accommodation: Chardonnay Coast Sailing cannot guarantee that all students will have a private room onboard the yacht. Weekend accommodation (Friday | Saturday night) cannot be guaranteed for multi week courses.

Instruction on Private Yacht: Similar conditions apply plus the clients will be expected to reimburse any traveling or out-of-pocket expenses for the Instructor from the Dawseville base to wherever the vessel is moored, and the return journey plus Instructor costs. The client's vessel will be expected to be equipped with the minimum RYA standards and provide the Instructor with all bedding and victualling whilst on board.

The client must notify his Insurance company that our Instructor will be providing instruction for the duration agreed and that the client's insurance is Fully Comprehensive and covers all aspects of normal marine insurance for the area in which the Instructor is expected to sail. Chardonnay Coast Sailing will need to be provided with a copy of the insurance policy. No responsibility or liability is accepted in any manner whatsoever for damage or accident to the client's vessel or equipment therein.

Chardonnay Coast Sailing

Principal's/Instructor's Instructions: The Principal's decision is final at all times, on any of the school's property and on the school's vessels until the instructor takes over.

- Instructor's Decisions: From the moment the Instructor steps on board the instruction vessel in accordance with marine practice, the Instructor's decisions are always final.
- All clients/crew will accept all orders and decisions given to them by the Instructor at all times whilst on board the school's vessels or ashore, for the duration of the course until the course is complete and the Instructor is no longer on board the vessel. The Instructor's authority is total day and night in accordance with Marine Law.
- If for any reason whatsoever a client does not accept an order from the Instructor or his designated substitute, whether the client considers it to be reasonable or not, the client shall be considered to be in breach of his Articles of Sailing. The Instructor shall take any action or decision he considers fit for the wellbeing of the vessel and crew. If the client is placed ashore at the nearest port no liability whatsoever shall attach itself to the school and neither shall the client have redress for any expenses or unused portion of the fee. Neither any redress against the Instructor or school as a result of actions taken by the Instructor.

Programs/Sea Time: Every attempt will be made to give clients maximum sea time and complete scheduled sail training programs. However, if in the Instructor's opinion weather conditions, safety or any other considerations renders it imprudent, the Instructor's decision is final.

Student Obligations: All clients will be expected to participate in cooking, cleaning the vessel and routine maintenance as required by the Instructor. At the end of the course all clients will be expected to clean the vessel from stem to stern. No client shall bring aboard any contraband or drugs.

All clients acknowledge that they will be on a keel yacht acting as crew under instruction from South West Yacht Charters Pty Ltd (T/as Chardonnay Coast Sailing) and agree to follow the instructions and directions of the instructor/principal whilst on board the yacht.

All clients understand and agree that South West Yacht Charters Pty Ltd (or its principal, instructors, director or employees) are not liable for any loss or damage whatsoever to any client or other person, or any property of any client or other person, during the course, during embarkation or disembarkation, whilst at or traveling between departure and arrival points along the coast of Western Australia.

Client hereby waives any claims they may have for loss or damage against South West Yacht Charters Pty Ltd (or its instructors, director or employees) arising from any act or omission on its or their part in connection with this or any other course or offshore adventure, including embarkation and disembarkation, whilst at or traveling between departure and arrival points along the coast of Western Australia.

It is a requirement of Chardonnay Coast Sailing that respect for the local environment be displayed at all times. If you are found to be in breach of this you will be removed from the course. No refund will be offered.

Participant Code of Conduct

As a participant in a Chardonnay Coast Sailing training program you have some responsibilities. These responsibilities include but are not limited to:

- ✚ Be tolerant of other users of the waterways and surrounding environments.
- ✚ Never argue with an instructor/assessor.
- ✚ Control your temper. Verbal abuse of instructors/assessors and sledging other participants, deliberately distracting or provoking another student are not acceptable or permitted behaviour.
- ✚ Do not abuse other crew members.
- ✚ Do not participate in training sessions if you are under the influence of drugs or alcohol.
- ✚ Work equally hard for yourself and/or your crew. Your boat's performance will benefit and so will you.
- ✚ Be a good sport. Applaud other students on their achievements.
- ✚ Treat all participants as you like to be treated. Do not bully or intimidate instructors/assessors or fellow students.
- ✚ Cooperate with your fellow students, without them you have no crew.
- ✚ Participate in a way that enhances yours and the other student's enjoyment.
- ✚ Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Attendance

It is a requirement for successful completion of the course that attendance is above 90%.

In the event that you cannot attend the program on a particular day, you must contact your instructor to inform them prior to the commencement of the session.

Punctuality

All programs will commence at the time designated, regardless of whether all participants are present. It is important to be at the training venue at least 15 minutes prior to commencement of your first session. This will allow you time to complete any administration requirements and to settle in. Participants who are more than 30 minutes late will be permitted into the session at the discretion of the trainer.

Breaks are provided for your convenience during the training sessions. Please show consideration to the group by being punctual upon returning from breaks.

Conduct during the training session

All sessions have been designed to enable you to obtain the utmost benefit from the information presented, however it is your responsibility to contribute positively.

Following are some tips on how to get the most out of your training session:

- ✚ Always participate in the activities provided by your trainer.
- ✚ Contribute constructively to the discussions
- ✚ Never speak when someone else is speaking.
- ✚ Do not hold private conversations with those around you.
- ✚ Appreciate the diversity and experience of the other participants
- ✚ Keep an open mind to all information presented to you.
- ✚ Don't be afraid to seek clarification if you do not understand the information presented.

During the training sessions, it is important to show consideration for both the Instructor and the other participants.

Mobile phones

All mobile phones must be switched off during the program unless it is an emergency situation. If you feel your phone needs to be on during training, discuss the situation with your Instructor prior to commencement. Regular breaks are scheduled; this will allow you to check your messages.

Courses/Certificates: Online theory courses can be completed within 12 months of full payment of the course fee after which the company is under no obligation to continue providing the course or return any fees paid.

The company reserves the right to alter the commencement time of the course. If we are not able to commence on the agreed date we will provide a full refund if alternatives are not acceptable to you. No responsibility whatsoever will be accepted for air fares or other costs.

The School's standards of instruction are high and certificates will only be issued at the end of a course if, in the opinion of the School's Instructors and Principal, the client has reached the necessary standard as set out in the RYA handbook. The School's Principal and Instructor's decision shall be final and accepted by all clients.

Lost Property: The school is not to be held responsible for any articles of clothing or other property left on a vessel or on school property. Please ensure you take all your belongings with you when leaving the yacht or school.

Disclaimer: No liability is accepted for any client's vehicles parked in harbour/marina grounds or client's possessions in the vehicle, on the pens or in the school's vessels or accommodation. No liability is accepted for clients whilst on school grounds, in any of the school properties, on ladders, on pens, on jetty or vessels and all clients participate in any aspect of the course at their own risk.

The company shall not accept claims and shall not be liable at any time for claims or expenses caused by circumstances beyond its control including sickness, accident, travel delays, weather, strikes, war or civil unrest. By accepting our terms and conditions you are accepting and will abide by the terms and conditions of any locations of berth.



ACCESSORIES

<input type="checkbox"/> RYA Competent Crew Book	\$26.00	<input type="checkbox"/> RYA Yachtmaster	\$26.00
<input type="checkbox"/> RYA Day Skipper Practical Course Notes	\$26.00	<input type="checkbox"/> RYA Weather Handbook	\$41.95
<input type="checkbox"/> RYA Navigation Handbook	\$49.95	<input type="checkbox"/> Plotter & Divider	\$80.00

HOW DID YOU HEAR ABOUT US:

Newspaper Ad TV Ad Radio Ad Website Friend Employer

Other _____

I declare that I have read and accept the terms and conditions attached and agree that my booking is subject to these conditions.

In the event a dispute is not settled by mutual agreement it is agreed that the parties will refer the dispute to an Arbitrator to be appointed by mutual agreement of the parties or failing such agreement, as appointed by the President for the time being of the WA Law Society.

Name: _____

Signature: _____ Date: _____

In case of emergency, please notify:

Name: _____

Address: _____

Phone: _____ Mobile No: _____

OFFICE USE ONLY

COURSE FEES PAID

Subject	Date	Payment Method	Amount	Outstanding	Receipt	Initial	Date Into MYOB
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			

Refund Given: yes no

Details	Amount	Chq Number	Initial	Date Into MYOB
	\$			

Please return completed forms to

Fax: (08) 9410 2977 | Post: P.O. Box 260, PALMYRA WA 6957 | Email mike@swyachtcharters.com.au

*Please keep a copy of this Booking Form for your records.

*Attached are our Course Feedback and Complaints / Grievance Forms for your records.