

Thank you so much for your enquiry, I am delighted to hear that you are interested in taking part in the group sponsored skydive for St Clare Hospice on **Saturday 14th April 2012** at **Peterborough airfield**. We are looking for people to freefall 10,000 feet on our behalf and in return we are willing to pay for it! Everything you need is enclosed in this pack including your reservation form and sponsorship forms and we've made everything as easy as possible for you to take part.

St Clare Hospice is a charity providing specialist care for people living with a terminal or life limiting illnesses in West Essex and East Herts border. We care for patients and their families, providing physical, social, psychological and spiritual support. We currently only receive 24% from the NHS towards our £2.7m annual running costs. To fund our caring work we rely on the generosity of the local community making donations and taking part in events for us.

As you will see from the enclosed literature, if you take part in a tandem skydive we ask you to raise £395 in sponsorship money in order for you to jump for free and in turn we will receive an average donation of £130. In addition to this, every extra pound that you raise over the minimum comes straight to the charity, so please try to raise as much as you possibly can!

The enclosed information has been written by professional events organisers Skyline who receive a flat rate per jumper for organising the jumps for us. Skyline specialise in organising fundraising events for charities so if you have any questions please ring them directly on 020 7424 5522 as they are in the best position to answer your questions.

We sincerely hope that after you have read through this information pack you will decide to give it a go. We are in desperate need of funds in order to continue our work and don't forget, all you have to do is raise the minimum amount of sponsorship and you will get to jump for free! To register, completed BOTH PAGES 5 AND 6 of this information pack and post to Skyline in London, or visit our website www.stclarehospice.org.uk/skydiving.html

Good luck with raising your sponsorship and we look forward to hearing from you soon.

Yours sincerely,

Tracy

Tracy Stratford
Events Fundraiser
(01279) 773 758
tracy.stratford@stclarehospice.org.uk

 *We rely on fundraising, donations and gifts in Wills to provide our care*

10,000 ft Freefall Parachute Jump!

What's it like?

Imagine standing at the edge of an open doorway in an aircraft flying at 10,000 feet - the noise of the engines and the wind ringing in your ears with only the outline of distant fields below. Now imagine leaning forward out of that doorway and letting go - falling forward into the clouds, diving down through the air as you start freefalling at over 120mph! Then imagine the peace and quiet as the canopy opens, the steering toggles come down either side of you and you begin a tranquil parachute descent from a mile up in the air, steering yourself back down to the centre of the drop zone below. Imagine being able to do this for FREE whilst harnessed to a professional freefall parachute instructor and at the same time being able to help a national charity! Stop imagining, it's real and it's happening all the time and you can be part of it...

What does the jump involve?

Technically the jump is called a 'Tandem Skydive'. It is a Skydive because you will be freefalling through the air (without the parachute deployed) for several thousand feet; it is in Tandem because you will be harnessed to a professional parachute instructor at all times throughout the descent (see front photo). This is the only way you can jump from such an altitude without spending thousands of pounds becoming a freefall parachutist. This is literally the chance of a lifetime!

This jump is also much less demanding than the traditional 'static line' jump as the jump and training are completed in one day and your instructor will be in control of your landing.

Points to remember:

- Jump and training completed in one day.
- Harnessed to an experienced parachute instructor at all times.
- Jump from at least 10,000 feet - just like the professionals.
- Freefall down to 5,000 feet - falling through the air at 120 mph!
- Ride the parachute down to the ground - we teach you how to steer onto the drop zone.
- Landing controlled by your instructor.
- Certificate to prove that you have completed a 'two-mile high' Tandem Skydive!

What must I do to qualify for a free jump?

All you have to do is raise £395 (or more!) in aid of St Clare Hospice by asking your friends and colleagues to sponsor you, using our specially designed sponsorship forms which you will find at the back of this information pack. Please do not be put off by this amount - if you ask everybody you know to sponsor you, you will find you can quite easily raise the minimum £395 sponsorship and remember, every penny you raise over the minimum will be further contributing to St Clare Hospice and giving **you** the chance to make an exhilarating freefall parachute jump for FREE!

What do I do next?

Read the following pages entitled 'Important Information' and 'Paying Your Sponsorship Money' and then simply choose a date for your jump and complete the enclosed reservation form. After that all you have to do is make an exhilarating Tandem Skydive from 10,000 feet for FREE!

This is your chance to experience 120mph freefall!

Any questions, call

020 7424 5522

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Important Information

When can I jump?

We have organised a special jump date for you and your chosen charity. If you are unable to jump on this date please contact us on the number below to discuss the possibility of jumping on an alternative date.

Where is the airfield?

The airfield is 8 miles from Peterborough. Once your reservation form has been received and processed, full confirmation details will be sent to you, including a map and directions to the airfield.

Are there any restrictions on age or health?

For a tandem skydive you must be at least 16 years old and be under 15 stone in weight (13 or 14 stone at some centres - please contact us for details). The principal medical restrictions are diabetes, epilepsy, fits, recurrent blackouts, heart or lung disease, mental illness and some cases of asthma. You will be required to sign a medical form before your jump declaring your fitness to take part - this will be sent to you upon receipt of your reservation form but is also available on request. Those under the age of 18 will need the medical form signed by a parent or guardian; those aged 40 and over, or those with a medical condition, will need it signed by their doctor.

Pre-existing physical conditions will not necessarily prevent you from taking part but please inform Skyline of any physical condition as this may affect the location of your jump. If you are in any doubt then please contact us for further information.

What about insurance?

You will automatically be covered for up to £2,000,000 third party insurance but this will not cover you for personal injury. Should you wish to take out cover for personal injury you should either arrange this through your own broker or you can contact us on the number below and we will send you a Personal Insurance Form.

How do I book my place for a FREE jump?

Visit www.stclarehospice.org.uk/skydiving.html to book online or simply complete the enclosed reservation form AND the signed terms and conditions booking page (pages 5 and 6) and send it to us as soon as possible and certainly no later than the latest booking date which is **Friday 23rd March**. Please note you must also provide a £70 booking deposit (which can be taken out of your minimum sponsorship money) which should be made payable to 'Skyline'.

Paying your sponsorship money

Your have four weeks from the date of your jump before your money to charity is due. Full details of our sponsorship payment system are included on the following page entitled 'Paying Your Sponsorship Money'.

Finally

We sincerely hope that you decide to give it a go - it has often been described as a thrilling 'once in a lifetime' experience and is an excellent way in which to raise funds for such a worthwhile cause. There will be lots of other people trying parachuting for the very first time on the day, so you are welcome to bring along your friends and family so they can watch you on a day you will simply never forget: The day you perform an exhilarating 10,000 feet tandem skydive in aid of St Clare Hospice.

Fill in your Reservation Form NOW!

Any questions, call

020 7424 5522

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PAYING YOUR SPONSORSHIP MONEY

TANDEM SKYDIVE

The following sponsorship system makes it easy for you to take part and ensures that you do not have to pay all of your sponsorship money in advance. Remember, as long as you raise the minimum £395 sponsorship level you can recover both the cost of the booking deposit and the jump from your sponsorship money - which means you get to jump for FREE!

PAYING FOR YOUR JUMP AND SPONSORSHIP MONEY

All airfields require you to pay for your jump on the day which will be approximately £195 depending on the airfield. Once we have received your reservation form we will advise you of how much to pay them on the day.

The outstanding sponsorship money owing to St Clare Hospice (£120 to £145 depending on the cost of the jump at your local airfield) will not be due until four weeks after the date of your jump. This money to charity will be collected at the airfield on the day in the form of postdated cheques (which must be guaranteed by a cheque guarantee card). This postdated method of payment makes it as easy as possible for you, allowing you plenty of time to collect your remaining sponsorship money after the jump before it is due to the charity.

Precise instructions on how to operate the above system, (including how much to pay your airfield on the day and how much sponsorship money is due to the charity) will be sent to you upon receipt of your reservation form and booking deposit.

NOTE We cannot start organising your jump for you until you send in your reservation form and appropriate booking deposit - please do this as soon as possible so that we can give you the date of your choice and so that you can start preparing yourself for what has often been described as ‘the experience of a lifetime’!

Reserve your place today!

Any questions, call

020 7424 5522

SKYLINE
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Reservation Form

If you are jumping with others please attach a list of group members and tick here

Please note each individual jumper must have their own reservation form

(You may photocopy this form but it must be both sides on one sheet of paper)

Please complete this form (in BLOCK CAPITALS and black ink) and return it to the address below as soon as possible and certainly no later than the latest booking date - **Friday 23 March**. Please also provide your £70 booking deposit cheque (payable to 'Skyline') or credit card details (see below).

On **Saturday 14 April** at the **Peterborough airfield** a special Tandem parachuting event is taking place on behalf of St Clare Hospice, Harlow. Please return this form to the address below by **Friday 23 March** if you would like to take part.

If you are not able to jump on the weekend date mentioned above please contact Skyline to discuss the possibility of arranging an alternative date for your jump (020 7424 5522).

How did you find out about the jump? If from a newspaper, website, company or charity newsletter please specify _____

First Name _____ Surname _____

Address _____

_____ Post Code _____

Email Address _____ Occupation _____

(Please specify as this will be our primary source of contact)

Tel No. (Day) _____ Tel No. (Evening) _____

Male/Female _____ Date of Birth _____ Height _____ Weight _____

I enclose a cheque payable to 'Skyline'

Please Charge my Visa / Mastercard / Delta / Switch with the following amount £ _____

Card Number	Valid From	Expiry Date	3 digit code (back of card)	Issue No (switch only)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	____ / ____	____ / ____	_____	_____

IMPORTANT: I confirm that I have read the Booking Terms and Conditions, Medical Restrictions, Insurance and Important Notice overleaf (if these are not listed then please call 020 7424 5522 to request a copy) and I understand and agree to be bound to those terms and conditions and to comply fully with the same.

Signature _____ Date _____

Tick here if you do not wish to receive details of other offers from either the charity or other organisations

**Please send this form
and your deposit to:**

**St Clare Hospice, Harlow
31 Corsica Street
London N5 1JT**

For office use only

Cheque Name _____ Cheque Number _____ Cheque Date _____

STCLA
10BBT

Please read all sections of this page carefully before signing the declaration below

Booking Terms and Conditions

1. In order for you to recover reimbursement of the booking deposit and the cost of the training and the jump, you must raise the minimum sponsorship level as detailed in the 'Paying Your Sponsorship Money' page enclosed in this pack.
2. The cost for the training and the jump must be paid on the day of training and this payment is totally non-refundable even if you do not jump for any reason.
3. Should the weather be unsuitable for jumping on the day it will be up to you to return to the parachute centre on another occasion(s) if necessary to complete your jump.
4. All booking deposits are completely non-refundable. However, the standard booking deposit is valid for twelve months from the date of booking and should you be unable to complete your jump due to inclement weather alternative arrangements will be made. This fee is payable to Skyline Promotions Ltd and covers various costs including without limitation assisting you to find an airfield where you may carry out your jump .
5. A fee of £50 will be charged for all cancellations or changes of jump date. This is in addition to the standard booking deposit and is not in any way deductible from any sponsorship money raised for a charity.
6. Skyline Promotions Ltd in consideration of the payment of the booking deposit will take all reasonable steps to arrange your jump at your nearest available parachute centre but since parachuting is a very popular sport, we may be forced to offer you an alternative due to lack of availability at some centres. Skyline Promotions Ltd acts as your agent in arranging for your jump and not as the agent for the parachute centre. Skyline Promotions Ltd use only those parachute centres which are affiliated to the British Parachute Association as the National Governing Body of the sport. Accordingly, no representations or warranties of any kind are made by Skyline Promotions Ltd as to the suitability, capability, quality of training or operation of any parachute centre. Any queries or complaints with regards to these aspects should be referred to the parachute centre concerned.

Medical Restrictions

For a tandem skydive you must be at least 16 years old and must weigh under 15 stone with your weight in proportion to your height. Please note some centres have lower weight limits - please contact us for details. The principal medical restrictions are diabetes, epilepsy, fits, recurrent blackouts, heart or lung disease, mental illness and some cases of asthma but if you are in any doubt please contact us for further information. You will be required to sign a medical form before your jump declaring your fitness to take part - this will be sent to you upon receipt of your reservation form but is also available on request. Those under the age of 18 will need the medical form signed by a parent or guardian; those aged 40 and over, or those with a medical condition, will need it signed by their doctor.

Insurance

On payment to the parachute centre of the fee for the training and the jump, all jumpers are covered by the British Parachute Association Liability Insurance Policy up to £2 million for liability to Third Parties. Please note that this does not cover you or your dependants for personal injury including death. You are therefore strongly recommended to take out your own insurance cover for personal accident benefits to whatever level you consider appropriate. You can do this either in conjunction with your own insurance broker or you may call us on the number below and we will send you a Personal Insurance Form. If in any doubt you should seek independent advice.

IMPORTANT NOTICE

Parachuting is an adventure sport and participation in such sports necessarily involves a risk of injury or death regardless of the standard of training, supervision and equipment employed. I voluntarily accept all the risks inherent in the sport and I agree for myself and my personal representatives to indemnify and hold harmless Skyline Promotions Ltd against any claim or claims whether on my own account or from third parties arising out of any accident or incident resulting in any loss or damage (including bodily injury and death).

I confirm I have read all the above sections marked Booking Terms and Conditions, Medical Restrictions, Insurance and Important Notice, and I understand and agree to be bound to those terms and conditions and to comply fully with the same.

Name _____ Signature _____ Date _____

Any questions, call

020 7424 5522

SKYLINE

Professional Events Organisers



ST CLARE HOSPICE

Sponsor Form

I am raising money for St Clare Hospice, who provides care for people with life-limiting illnesses throughout West Essex and East Hertfordshire. The hospice currently only receives 24% from the NHS towards their £2.7m annual running costs, that is £5,414 a day they have to raise! Part of the money raised through the skydive pays for the tuition and jump costs, whilst the remainder goes directly to the charity. Please do give generously so that they can continue to fund their caring work.

For office use only

RE: _____

Total received: _____

Gift Aid: _____

I'm raising money for St Clare Hospice by taking part in a skydive on Saturday 14 April!

Name: _____ Date of Birth: ____/____/____

Address: _____

Contact number: _____ Email: _____



Gift Aid allows St Clare Hospice to claim an extra 25p per £1 from HMRC. To qualify for Gift Aid, you must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that we will reclaim on your donation in the appropriate tax year. Please tick the Gift Aid box and **state your full address and postcode**. Please inform us if your circumstances, name or address change.

NAME		Gift Aid	HOME ADDRESS		Donation amount	Would you like to receive news on St Clare Hospice and its events? Y/N	Donation received?
First name	Surname		House number or name	Postcode			
<i>John</i>	<i>Example</i>	Y	<i>12</i>	<i>CM17 1AB</i>	<i>£20</i>	<i>Y</i>	<i>Yes</i>

Please make all cheques payable to **St Clare Hospice**. Once your event is over, please send your donation and this sponsor form to St Clare Hospice, Hastingwood Road, Hastingwood, Essex, CM17 9JX.



stclarehospice.org.uk

Registered Charity No. 1063631

