

# Best Relaxation & Activity Weekend 2025

## Booking Form

### Personal Details

Are you a Brain Injury Survivor?

Are you a carer? .....

Are you a volunteer? .....

First Name:

Surname:

Address (inc postcode):

Telephone Number (inc code):

Headway Group/Branch:

Date of Birth: ..... Male.....

Who can we contact in an emergency?

Name: .....

Relationship (e.g. sister, wife, partner etc):

Address:

Telephone:

Mobile or alternative:

## Medical Questions

Medical questions must be completed fully to ensure safe and efficient running of the event and all activities. Details listed may be requested by emergency personnel but will otherwise remain confidential.

Do you have diabetes?

Do you have epilepsy?

If you answered Yes – Please tell us about the frequency and severity of epileptic seizures & if you have an emergency plan.

.....

Do you have any allergies?

If you answered Yes – Please tell us about the allergies you have – (e.g. to food or drugs or other):

Headway - the brain injury association is registered with the Office of the Scottish Charity Regulator SC039992 and with the Charity Commission for England and Wales Charity No 102585 and is a Company Limited by Guarantee Registered in England No. 2346893

## About Mobility

My walking ability is:

Wheelchair user:

Transfer method:

Do you need a shower chair? (please bring your own if possible)

All accommodation will be allocated on a priority/needs-based basis. Accommodation is in single rooms; there are several accessible rooms available, please state requirements when booking and be aware that rooms will be allocated on a first come first served basis and thereafter a waiting list will be in operation.

**The accommodation at Queen Margaret University is designed for students and as such is basic yet very comfortable. Bedlinen and towels are provided. Ensuite bedrooms are clustered in self-contained flats. Each flat has its own kitchen with dining and living area where tea/coffee will be provided. There is a vending machine in each accommodation block on the ground floor and ample relaxation and seating areas.**



Please record any medication taken (you can attach a repeat prescription list) or aids required below:

Medication / aids:

Medical declaration: Are there any other medical issues that the organisers need to be aware of?

Enter details here or state Nil:

Have you any special dietary requirements such as allergies/vegetarian, vegan, dairy free etc?

**Please note: The organisers of BRAW 25 cannot supply support workers or personal care workers to assist you during your weekend – if you require a support worker or help with your personal care then you must supply that support yourself.**

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## Merchandise

Polo Shirts available to pre-order. We would prefer if you could pre-order & pay for merchandise at time of booking to avoid disappointment; polo shirts will be white and will display BRAW logo.

Polo Shirts @ £15.00 each – number of each size required      S   M   L   XL   XXL

## Booking Order

Item	No	Type	Cost	Paid
Weekend attendee		Day visitor @ £100.00		
		Headway member @ £		
Merchandise		Polo Shirt @ £15.00		

Total cost includes non-refundable deposit of £80.00 per person

Forms and deposits to be returned by Friday 1<sup>st</sup> April 2025

Balances will be required by Friday 2<sup>nd</sup> May 2025. and will be non-refundable after this date unless clear medical evidence is provided.

We would advise that you take out holiday cancellation insurance to cover your short break and check with your GP before taking part in any activities

Cheques to be made payable to Headway the brain injury association, please complete sections below & return to your group/branch co-ordinator or to Maria Burnett if this is not an option.

Account Name	Account Number	Cheque Number
		Paying by BACS

## Final Checks!

Ensure all sections of the form are fully completed

Ensure BRAW 25 and name of attendee on reverse (if paying by cheque).

**Make sure you have signed both parts of the form on the last page!**

**Give the booking form & payment to your Headway group or branch contact or contact**

**Maria Burnett at [maria.burnett@headway.org.uk](mailto:maria.burnett@headway.org.uk) or Mob: 07826519567**

## Group/branch Coordinator Instructions if appropriate

**Please have non-refundable deposits and completed booking forms checked & ready.**

**Pay Headway the brain injury association as directed on your Group Booking Form but forward booking forms to BRAW Team below.**

**Final payments will be due to be paid by Friday 2<sup>nd</sup> May & details forwarded to BRAW Team as before.**

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## Activity Booking

### All activities subject to change

Please pre-book activities using the columns below, enter your name only, and we will try to accommodate your wishes as much as possible. Massage therapists will offer you a treatment based on your own needs & their recommendations during your appointment – this will include hand/arm, back, neck & shoulders, reflexology, Indian Head Massage etc. Mindfulness will also be on offer as participants have found this to be a very effective tool in managing stress & anxiety. The all-ability bikes will be with us all day Saturday and Sunday morning for you to try at any time. Scouting Scotland activities will be available on the Saturday only. Arts & Crafts will be available over the whole weekend.

Complete blank spaces only, black box means NOT available

	Saturday Morning	Saturday Afternoon	Sunday morning	Wheelchair access required?
Mindfulness session				
Massage therapies				
Outdoor Activities Scouts				
Outdoor Cycling Activities BBEL				
Outdoor Water Activities BBEL				
Walking group BBEL				
Music Workshop				
Pet Therapy				

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**Booking confirmation**

Please sign and date below that you have read & understood the terms & conditions and are booking your place on the BRAW 2025 weekend

Signed	
Dated	

**Consent to use of media**

Please ensure you read the statement below and sign where appropriate if you agree.

I consent to pictures and/or recordings being made of me to advertise the event and to promote the work of Headway. These may be held on file and used later.

Signed	
Dated	

**GDPR Statement**

The 21<sup>st</sup> Century brings with its broader use of technology, new definitions of what constitutes personal data and a vast increase in cross-border processing.

Your privacy matters to us at Headway and to our BRAW event organisers – we will not use your data without your written permission. We intend to use such data as permitted for publicity and evaluation measures to promote the work of Headway and to enable us to provide you with a safe and secure weekend of activities geared towards your individual requirements.

By consenting to sharing your information with us and to this privacy notice you are giving us permission to process your data for the purposes identified.

You can withdraw any of the things you have agreed above at any time by writing to members of the organising committee detailed below.

Maria Burnett [maria.burnett@headway.org.uk](mailto:maria.burnett@headway.org.uk) or Joyce Cattnach [headwayeastlothian@live.co.uk](mailto:headwayeastlothian@live.co.uk)

Or by post to GDPR Officer, Headway - the brain injury association, 190 Bagnall Road, Nottingham, NG6 8SF

Administration Use only	Date received
Booking form	
Deposit	
Balance	

**If you do not have a Headway group/branch contact, please contact [maria.burnett@headway.org.uk](mailto:maria.burnett@headway.org.uk) or Mob: 07826519567**

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