

# School/Group Booking Form.



**Before completing this form to book your educational visit, please telephone the Conkers Education Department on 01283 213731. This will allow our staff to discuss availability and your requirements**

School/Group Name:.....

Address:.....

.....Postcode:.....

Contact Name:.....Telephone:.....e-mail .....

**Day and Date of Visit:..... Total adults \_\_\_\_\_**

**Children: under 3yrs \_\_\_\_\_ over 3yrs \_\_\_\_\_ Total children \_\_\_\_\_**

Teacher / Group leader	No. (up to 35)	Age of group	Ranger-led activity requested, self-led Activities, 'own activities' and /or 'soft play'

Self-led education programmes requested at £1 each. Code Numbers

**Time of Arrival: ..... Time of Departure: ..... Coach Company .....**

**Double decker bus? Y/N**

Educational special needs and/or special facilities required:

.....

Indoor cover will be available for lunch time if necessary.

Do you intend to allow time to visit the gift shops?	Yes / No	
<small>(Please ensure that children are accompanied by an adult at all times)</small>		
Would you like CONKERS Branded Gift packs priced at £2.50?	Yes / No	No. requested: _____
'Mr Men' Ice Lollies at 50 pence each?	Yes / No	No. requested: _____
Boxed lunch (sandwiches, chocolate bar, crisps & drink) at £2.95	Yes / No	No. requested: _____
<i>Costs for the above will be added to your entrance and ranger costs. <b>Please bring a cheque on the day of your visit.</b></i>		

I undertake:-

to make a pre-visit to the site (I have made a pre-visit \_\_\_\_ or Date visit to be made: .....please check availability)

to adhere to the adult/child supervision ratio as directed by my local authority and to a minimum ratio of

1:6 for ages 0-7; 1:12 for ages 8-10; 1:20 for ages 11+.

- to ensure that parents are asked to send the children in suitable outdoor clothing and footwear,
- to ensure that the children are well behaved, so that they make the best use of the learning opportunities, and so that they do not put their health and safety in danger,
- to ensure that the group has adequate and current third party liability insurance.

Cancellation Policy:- In the event of a cancellation the following charges will apply. 6 weeks or more 20%, under one month 50%, under 14 days 80% of the total amount due. Any bookings transferred to another day will not incur a charge.

**I confirm that I have read and agree to the contents of this booking form and I fully understand the cancellation.**

Signature:.....(School/Group Leader)

Please print:..... Date:.....

Karen Moulson Head Education Ranger, Education Department. Conkers, Rawdon Road, Moira, Swadlincote, Derbyshire, DE12 6GA.

Education Bookings: 01283 213731 Education Fax:01283 214623