

School/Group Booking Form.



School/Group Name:.....

Address:.....
Postcode:.....

Contact Name:.....Telephone:.....Fax

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:

Do you intend to allow time to visit the gift shops? Yes / No

(Please ensure that children are accompanied by an adult at all times)

‘Conkers Junior Ranger’ Education Pack? at £3.00 each Yes / No No. requested: _____

‘Mr Men’ Ice Lollies at 50 pence each? Yes / No No. requested: _____

Boxed lunch (sandwiches, chocolate bar, crisps & drink) at £3.95 Yes / No No. requested: _____

*Costs for the above will be added to your entrance and ranger costs. **Please pay on the day of your visit.***

I undertake:-

- to make a pre-visit to the site prior to the outing (I have made a pre-visit ____ or Date of visit to be made:please book TPV with Education Office.
- 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.
- to notify the education department of any alterations in numbers at least 3 days prior to the visit. Alterations to the invoice are unacceptable without prior consent. We have the right to refuse entry due to non payment.

Cancellation Policy: In the event of a cancellation the following charges will apply 6 weeks or more 20%, under 1 month 50%, under 14 days 80% of the amount due. Bookings transferred to an alternative date will not incur a cancellation fee.

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

Signature.....(School/Group/Leader Date

Please complete and return a copy to us, this will confirm your booking. We will then send written confirmation to you.
 Catherine Wrenn, Education Manager, Conkers, Rawdon Road, Moira, Swadlincote, Derbyshire DE12 6GA