



School/Groups Booking Form

Site: Wyre Forest Visitor Centre,
Nr. Bewdley, DY14 9XQ

Group Details

Name of group:..... Name of group leader:.....
 Address:.....
 Phone:.....
 Email:.....

Visit Details

Date of visit:.....Arrival Time:DepartureTime:.....
 Name of Group Leader during visit:.....
 Mobile Number during visit:.....
 No. in Group :.....Age/YearGroup.....
 Other relevant details about the group.....
 Do you require a room in the centre? This is subject to an additional charge and availability. This will be confirmed in your booking confirmation letter. Yes No
 Programme required (please enquire/see website).....
 Learning objectives for the visit:.....
 Please indicate any special requirements we need to accommodate?

Pre Visit Checks

Whether or not this is your first visit, it is recommended that you carry out a pre-visit check eg to carry out your own risk assessment and identify the location of facilities.
 Please get in touch if you require assistance with such a visit eg discussing programmes or arranging parking.
 Please also note you are responsible for purchasing a parking ticket to cover any vehicles in Forestry Commission Car Parks during the length of your visit. These can be purchased from onsite machines or shop. A coach ticket is £10 for the day.

Evaluation

Our aim is to provide a relevant and excellent service. To assist in this we ask you to complete an evaluation form. These can be found on the Forestry Commission website at
<https://englandconsult.forestry.gov.uk/communications/learning/>
 We appreciate your time in completing this.

Other Information

- Please tick this box if you would like a copy of our risk assessment to be sent out with your confirmation
- Please tick this box if we may take photos of your group for our records and publicity

Payment

On receipt of a completed booking form a confirmation letter will be sent (usually via email), this secures your booking. An invoice for the full amount will be sent prior to your visit reflecting the number of participants stated on the booking form. Full payment should be made either before or within 7 days of your visit. The confirmation letter secures your place, any cancellations will be subject to a cancellation fee of up to 50% of the cost and acts as your deposit.

Completed forms can be returned via email to a.breathoffreshair@yahoo.com

Or posted to:

1 Church Street, Tenbury Wells, Worcestershire, WR15 8BP

Group Leader Responsibilities

- The Group Leader must inform the Activity Leader of any special medical or other needs within the Group before, or at the start of, the activity session.
- The Group Leader is responsible for medication needed by members of the Group eg inhalers.
- The Group Leader must ensure that all the group are dressed appropriately for the visit.
- The Group Leader is responsible for organising the Group's transport and must carry out the necessary risk assessments for the journey to and from the site.
- The Activity Leader will carry a basic first aid kit, but the Groups Leader is expected to carry out any first aid needed by members of the Group.
- By signing this form, non-LEA groups / schools are confirming that they have £5 million Public Liability Insurance. You may be asked to provide evidence of this.**

Activity Leader Responsibilities

- The Activity Leader will provide all the equipment and resources for the required activities, reserving the right to alter arrangements to ensure participant safety.
- The Activity Leader will carry out (and provide if required) a risk assessment for the site and the activities.
- The Activity Leader will carry a basic first aid kit, but the Groups Leader is expected to carry out any first aid needed by members of the Group.

What to bring

- Suitable outdoor clothing, including warm waterproof coat with hood. Please wear long trousers and long sleeves even in warm weather (due to brambles and nettles etc). Stout walking boots or wellingtons with 2 pairs of socks. A hat, scarf and gloves are essential in the winter.
- The use of sun cream and insect repellent is advisable in the summer.

I have read and understood the notes above and will ensure that my group complies with the conditions.

..... Print name

Position Date

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If you have any questions please contact via email or call 07970972271

Site Address for travel arrangements: Wyre Forest Visitor Centre, Nr. Bewdley, DY14 9XQ