Box Moor Trust

Booking Request Form

Please complete this form to the best of your ability and return to the Box Moor

Trust to start your booking process.

Name of setting:

Correspondence Address:

Post Code:

Tel. No: Fax No: E-mail:

Contact Person/s:

Invoice contact:

Leads name and email address:

Proposed day and date of visit:

Arrival Time: Departure Time:

Named first aider:

*Please Note: For school trips, BMT staff are available from 9.30am to 2.30pm*:

Location required (e.g, Old Barn, Gadespring) If you are unsure of the best location, please leave this section blank:

In this section, please provide details of your visit such as planned activities (e.g., classification lesson, habitat survey, pond dipping), if input is required from Box Moor Trust staff and if any equipment is required to be loaned from the Box Moor Trust.

Age range of group: Year group:

No. of Children: No. of Adults:

*Please note there is a maximum of 30 children per booking.*

*The Box Moor Trust staff cannot be included in any ratio’s required for the trip.*

Equality, Diversity and Inclusion Needs:

(e.g. behavioural/learning difficulties/physical impairments)

Medical Conditions/Requirements: (e.g. allergies/asthma)

*Please ensure any prescribed medicines are brought on the visit.*

Pre visit required:

Any Other Comments/Requests?

Is this a Repeat Visit?

How Did You Hear of Us? BMT Website/Other Website (please specify)/Word of Mouth/Other (please specify)

**If your trip is self-led or involves self-led activities, please attach a copy of your risk assessment and insurance. We recommend you always carry out your own risk assessment.**

Please return to: E-mail: [environment@boxmoortrust.org.uk](mailto:enviorment@boxmoortrust.org.uk)

**For Office use only**

Confirmed date and times:

Venue and site available:

Rangers available:

Volunteers requires:

Equipment required and available:

Confirmation and paperwork sent:

Risk assessment seen: