



Box Moor Trust School Booking Request Form

Please complete this form and return to environment@boxmoortrust.org.uk to request a visit to the Trust.

About your organisation

Organisation name:	
Contact name:	
Address:	
Tel. No:	
Email:	
Invoice address:	
Invoice email:	

Your visit

Visit leader:	
Email address:	
Preferred date/s:	
Preferred arrival time:	Preferred departure time:
Do you have a named First Aider for your visit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate how your visit will take place. Please note all prices are exclusive of vat.	<input type="checkbox"/> Self-led with access to facilities and equipment (£50) <input type="checkbox"/> Self-led with Ranger visit (£80)
In this section, please provide the reason for your visit, including any topics, activities and equipment you may require.	
If you are having a visit from a Ranger during your session, please indicate if there is a specific topic or activity you would like them to run.	
Please indicate which site you would like to visit. If you are unsure of this, please leave it blank and we can advise the location best suited to your visit.	<input type="checkbox"/> The Old Barn <input type="checkbox"/> Gadespring Cressbeds Other (please specify):
How will you be travelling to our site? Please note that our facilities are not directly accessible by coach, but drop-off points are available a short walk away.	<input type="checkbox"/> Walking <input type="checkbox"/> Coach <input type="checkbox"/> Minibus <input type="checkbox"/> Independent drop-off Other (please specify):



Box Moor Trust

About your Group

Number of children:	
Number of adults:	
Age range of children:	
Year group:	
Equality, diversity and inclusion needs: (e.g any children with SEND that may need adjustments)	
Medical conditions (e.g allergies, asthma):	

Before you come

We recommend that you arrange a pre-visit before your trip, especially if you have not visited our facilities before.

Would you like to arrange a pre-visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Preferred date of pre-visit:		
Have you visited the Trust before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How did you hear about us?		
Before your visit, we require a copy of your risk assessment and public liability insurance. Please confirm you agree to send a copy of these to environment@boxmoortrust.org.uk at least 5 working days before your visit. Please contact us for assistance with completion of your risk assessment if needed.		I agree <input type="checkbox"/>
Any other comments/requests?		

Further Information

Once we have received your booking form, we will process your booking and send you a confirmation, as well as any pre-visit information that you will require. We may need to contact you to discuss your visit further beforehand. An invoice will also be sent out prior to your visit. Invoices must be paid in advance, unless agreed otherwise.

Facilities hired should be left in reasonable condition following the group activity. Any bookings that do not leave the facilities in suitable condition may be charged a cleaning fee of £35 to cover the cost. Expectations of 'reasonable condition' will be made clear on arrival.