Educational Visit Booking Form



After you have reserved a visit date in our diary (please telephone or e-mail us to do this), this date will be held for you for one week. To confirm your visit date, please complete this booking form and return it to us by post, email or fax, to reach us within one week of making your provisional booking. (Please note that if we do not receive your completed booking form within this week, the date will become available for others to book.)

All educational groups **must** pre-book, even if you are self-guided, to keep within our permitted allowance of the number of pupils on site.

Year group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of pupils: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival time (from 10am): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact/lead teacher name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact/lead teacher mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*visit confirmation will be sent to this address (please check spam folder)

Mode of transport\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Coaches are **not** permitted to drive onto or park on our carpark. Please see our website for coach instructions. **All** cars/minibuses staying longer than one hour **must** register for free parking at Reception.

**Health and Safety**

Please list any relevant medical, behavioural or physical conditions we need to be aware of (including **nut** and **plant allergies**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any pupils or adults **unable** to climb a spiral staircase? **Yes No**

How many classes does this apply to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is the named First Aider for the duration of your visit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick to say that you have read and understood the Education Risk Assessments and Terms and Conditions (both on-line) and will brief your pupils before visiting:

**PTO**

Please confirm your preference:

Teaching session(s) (with Gardens entry) **Yes**

**or**

Self-guided Gardens entry **Yes**

Will you require a covered lunch space (no additional charge)\*? **Yes No**

\*please note that if you answer No, there will be **no** storage available for lunches or other bags etc.

Finance e-mail\*: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*for any invoice to be sent to

Would you like a Gardens `goody bag` for each pupil? **Yes** £\_\_\_\_\_\_ (value each) **No**



education@birminghambotanicalgardens.org.uk

Fax: 0121 454 4048 Tel: 0121 450 5093

Education, Birmingham Botanical Gardens, Edgbaston, Birmingham. B15 3TR

**Cancellation Policy:** this booking form provides a binding contract between you and Birmingham Botanical Gardens. By completing this form, you agree that if you cancel the booking within 4 weeks of the visit, no matter what the reason, the full charge will be made.

Please tick to say that you have read and understood our Cancellation Policy:

 I do not agree

**GDPR Policy:** we occasionally contact schools about relevant offers / promotions. Please tick whether you agree to us doing this using the contact details provided here: I agree

(Please note that these will not be provided to any third party.)

 y

What is the name of the teaching session(s) you would like (if applicable)? (See website for details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What topic does your visit support and what have you covered in this so far?

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Is there anything you would particularly like or not like to be covered in the teaching session?

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What is the brief plan for your self-guided time? (Please remember to download and bring worksheets / support materials from our website as they are **not** provided on your visit.)

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Would you like to borrow maps to use for the orienteering trail? **Yes No**