Educational Visit Booking Form



After you have reserved a visit date in our diary (please telephone (0121 450 5093) or e-mail (education@birminghambotanicalgardens.org.uk) to do this), this provisional date will be held for you for **two weeks**. To confirm your visit date, please complete this booking form and return it to us by email, fax or post, to reach us within two weeks of making your initial reservation. (Please note that if we do not receive your completed booking form within this two week period, your provisional booking will be deleted and 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 children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, physical or behavioural conditions we need to be aware of (e.g. **nut** and **plant allergies**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Are any children 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The Education Risk Assessments are available on the Gardens’ website. Please read and brief your group(s) 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 child? **Yes** £\_\_\_\_\_\_ (value each) **No**



Education, Birmingham Botanical Gardens, Westbourne Road, Birmingham. B15 3TR

education@birminghambotanicalgardens.org.uk

Fax: 0121 454 4048 Tel: 0121 450 5093

 I do not agree

**GDPR Policy:** we occasionally contact educational visitors about relevant offers. 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.)

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

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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 bring educational resources from our website if required, as they will **not** be provided on the day.)

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Would you like to hire Activity Packs to use in your self-guided time? (£25 per pack per group of 30)

Musical Rainstorm Tree-mendous Trees Cryptic Orienteering Ecological Sampling

(Please see the section of our Terms & Conditions (online) pertaining to the hiring of Activity Packs (headed Educational Resources).)