



# Thames Chase Forest Centre

## Booking Form for Youth Group Visits



Please complete and **fax back**, or **return a photocopy** to:  
Education Project Assistant, Thames Chase, Broadfields, Pike Lane, Upminster, Essex, RM14 3NS (Tel: 01708 642969 Fax: 01708 640581). **Retain original for your records.**

Name of Group \_\_\_\_\_

Name of Group Leader \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date and Time of Visit \_\_\_\_\_

Programme Required \_\_\_\_\_

\_\_\_\_\_

Number of students \_\_\_\_\_ Age of students \_\_\_\_\_

No. of accompanying adults \_\_\_\_\_ No. of centre staff required \_\_\_\_\_

Any special requirements for attending group? \_\_\_\_\_

\_\_\_\_\_

Payment

Cost of visit

Cheques made payable to Thames Chase

I confirm I have read and understand the notes overleaf and will ensure that the group complies with the stated conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE

Invoiced

Date \_\_\_\_\_

Cash

Signed \_\_\_\_\_

Cheque

## **Information and Conditions**

### **for Educational Visits to the Thames Chase Forest Centre**



To ensure a safe and enjoyable visit to the Forest Centre please read the following.

#### **The Group Leader's Responsibilities**

To take an active part in activities and be entirely responsible for discipline, safety and overall control of the group.

In the case of an accident the Group Leader and visiting staff should be on hand to give any information about special requirements.

To ensure that the pupils to supervisors ratio does not exceed the maximum number laid down by the LEA. We recommend a ratio of at least 1 leader to 6 children.

To ensure that at least one supervisor has basic First Aid knowledge.

#### **Thames Chase Staff Responsibilities**

To co-ordinate the activities of the group and advise of any particular known hazards that may apply on the day of the visit.



To have basic First Aid Knowledge and to have kits at their disposal, although the prime responsibility for administering First Aid remains with the Group Leader.

To have the discretion to exclude from the group anyone who is not properly equipped or fails to comply with the other conditions listed above.