



Droxford Road, East Meon,
 Petersfield,
 Hampshire GU32 1HR
 Phone 01730 823166
 education@sustainability-centre.org
 www.sustainability-centre.org

Please telephone to discuss availability. A provisional booking will be made, which will be confirmed in writing after which you will receive a Residential Pack to help you prepare for your visit.

A non-refundable 25% deposit will be taken and an invoice will then be issued by Earthworks Foundation for the balance after the visit has taken place. If the booking is cancelled within 6 months of the booked visit the full amount will be charged.

Please circle: Southdowns Experience Eco Explorers Green Guardians		Name of School or Group		
Date of Visit Arrival Time		Date of departure Departure Time		
Full school address:	Contact Name	Number in Group		Age
		Adults	Children	
	School Telephone Number			
	School Teacher Email	Please circle: 2day 3day 4day 5day		
	School's office Email	Farm visit		
No personal email / mobiles	Required Pre-visit Date:	Night Walk		
		Storyteller		
How did you hear about us?		Campfire		
	With this booking form you will also receive a Site Rules for Visits Form and a Behaviour Management Form to be completed and returned together. Later you will receive a Medical Form, Evening and Lunch Forms, Bed Plan and a Shop Visit Form. Please fill in the relevant sections and return these forms no later than two weeks before your visit.			
Purchase Order number (if applicable):	TOTAL COST £	<i>Office Use</i> Draft costing Deposit invoice sent Deposit received Invoice sent		
<i>Office use</i> Education Master Diary Google Diary Lodge Booked Café Booked Staff Booked Residential pack sent Evaluation Form Sent Evaluation Form Returned End of Day Review	<i>Office Use</i> Notes on the Programme	<i>Office Use</i> Notes on pupils		

The Sustainability Centre Residential Trips Terms and Conditions

1. Booking

- 1.1 Bookings can be made via email or telephone with Education Staff at the Centre, who will send out the necessary paperwork. A booking form is required with each booking to confirm your booking along with the deposit. Forms and information packs are available to download on our website.
- 1.2 Please send back all relevant forms and information in the given time frame.
- 1.3 The leader / person with pastoral responsibility named on the booking form must be aged over 18 years, hold relevant qualifications and stay on site with the group throughout the visit.
- 1.4 All Schools and groups are expected to have had authorisation from the Headteacher or relevant Head of Establishment before confirming their booking.
- 1.5 Risk assessments are available on request.
- 1.6 On arrival at the Centre, the Group Leader will be met by the Education Team. Group Leaders are expected to inform staff immediately if there have been any changes to their medical form for the group.

2. Payment

- 2.1 We will invoice you for the deposit before your visit (non-refundable 25% deposit).
- 2.2 We will invoice for the balance after your visit.
- 2.3 Group Leaders are responsible for payment of all charges, including loss or malicious / careless damage caused during the stay.
- 2.4 Missing items will automatically be charged for on your invoice and a credit will be sent if the items are returned.

3. Cancellation by the Centre

- 3.1 The Centre reserves the right to cancel your booking due to adverse weather conditions or factors out of our control. If we have to cancel your booking we will try to organise an alternative date.
- 3.2 We will not charge you, but please ensure your insurance will cover any other possible expenses.

4. Cancellation by the Customer

- 4.1 All cancellations must be made in writing to the Centre (e-mail is acceptable).
- 4.2 A change of date or significant change to a booking constitutes cancellation.
- 4.3 Please note the Centre's cancellation procedure; cancellation within 6 months of the booked residential visit will result in the full amount being charged.

5. Physical Fitness / Safety

- 5.1 We pride ourselves on adapting our programmes to the needs of groups. We can only do this however, if you make us aware of your group's needs.
- 5.2 If there are any relevant medical or behavioural conditions relating to yourself or your group, you must inform us when making a booking.
- 5.3 All groups must comply with the safety regulations, operating procedures and instructions of Centre Staff.
- 5.4 Please review our Behaviour Policy. Misbehaviour may result in participants being excluded from a session or further activities. We will discuss the situation with the Group Leader and they may be required to remove the participant from the Centre. The Education Manager's decision will be final, no refund will be made.
- 5.5 Visitors shall not cause damage to the premises or any other real or personal property, or in a way that may cause personal injury to any person.

6. Weather

- 6.1 If you decide to cancel before or during your stay due to the weather then you will be charged the full cost.
- 6.2 Every effort will be made by the Centre to ensure that your stay is as comfortable as reasonably possible. There are procedures in place should the weather impact on your stay. In the event of severe weather it may be necessary to amend your activity programme, curtail your stay or for your group to return home.
- 6.3 Our staff have local knowledge and experience of varying weather conditions so will be happy to advise you on your programme in relation to the weather, or other matters.

7. Insurance

- 7.1 It is your responsibility to arrange appropriate insurance against cancellation, curtailment, personal accident, personal liability and theft. We strongly recommend this.
- 7.2 The Sustainability Centre accepts no liability in relation to loss, damage or injury suffered by participants in the course of activities, except where such loss, damage or injury arise as a direct result of the Centre's Staff negligence.
- 7.3 Personal property is left on site at owner's risk.
- 7.4 We must be notified of lost property within 2 weeks as any items found are disposed of after this period.

8. Animals

- 8.1 No animals (with the exception of guide dogs and assistance dogs) are to be brought into the Sustainability Centre.

9. Smoking

- 9.1 The buildings are all non-smoking. It is against the law to smoke in any public building. Smoking is not permitted within sight of the students.

10. Errors, Omissions, VAT Rates

- 10.1 We endeavour to keep published prices and other information up to date but reserve the right to alter them at any times. You will be advised of any price changes or other relevant changes when your bookings is processed and will be given the opportunity then to cancel or make amendments if desired, without penalty.

11. Data Protection Act 1998

- 11.1 The information you have supplied will be used only to process this booking and for our Centre mailing list. If you do not want to receive further information about our products and services, by email or post, please advise us in writing.

12. Waiver

- 12.1 The failure of the Centre to insist upon strict performance of any provision of the Contract, or the failure of the Centre to exercise, or any delay in exercising any right if remedy shall not constitute a waiver of the right of remedy and shall not cause a diminution of the obligations established by the Contract.
- 12.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated in writing.
- 12.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other subsequent breach of the Contract.

Acceptance of Booking Conditions

All bookings are accepted on condition that the customer agrees to abide by our booking conditions and confirms this acceptance on the booking form.

I have read and accept 'The Sustainability Centre Residential Trips Terms and Conditions'

Signed:

Establishment:

Date:

The Sustainability Centre Site Rules for School, Colleges and Other Group Visits

Please note that the acknowledgement at the bottom of this sheet **MUST** be completed and returned with your booking form. Also ensure that you and your party are familiar with these Centre rules before your visit. We hope that you will understand that the following conditions under which groups are admitted to the Centre are there to ensure the **health and safety** of all visitors and the smooth running of our service to you.

VEHICLES

Coaches will be directed to the top of the site in the general visitor's car park near Wetherdown Lodge. No vehicle may be driven past the main reception without prior consent.

SUPERVISION

Immediate supervision (i.e. every child must be in sight of an adult leader at all times) is required for children under the age of 14. Please follow the Local Education Authority guidelines for ratios of adults to children on off-site visits and overnight trips. *Loco in parentis* remains with the accompanying group leaders / teachers throughout the visit. Please respect our neighbours during your visit and do not make excessive noise that might disturb them. **Running is not allowed unless it is part of a supervised activity.** Strict supervision is required around the area of the ponds. Logs can be slippery and when stacked are dangerous. Supervision during break periods keeping individuals away from the hazard is essential. Children should be directed away from the logs.

HYGIENE

All participants in education sessions, which involve contact with animals or plant material, should wash their hands after contact. Washing facilities will be provided. Dogs are permitted on site and we ask you to help us to be vigilant so that we can ensure dog mess is spotted and cleared up **Female leaders must be aware of the connection between a disease found in sheep and premature abortion in humans. (For farm visits only).**

FIRE INSTRUCTIONS

In the event of fire your Sustainability Centre Education Officer will direct you and your party to follow them to the appropriate assembly point to await further instructions.

ADDITIONAL CHILDREN

The Sustainability Centre requests that children who are not compatible with the ages of class members do not sit in on education sessions. Experience has taught us that this is disruptive and adversely affects the group experience of their visit.

SNAKES

There are Adders on the site though it is most unlikely that they will be encountered as they are shy creatures. In the event of a snake being found children should be advised to leave it alone both for their own safety and the wellbeing of the snake. Attention to appropriate clothing and footwear is advised.

I have read and accept 'The Sustainability Centre Site Rules for Schools, Colleges and other group visits' and informed all other adult leaders

Signed:

Establishment:

Date:

Please complete and return it with your booking form to: The Education Officer, The Sustainability Centre, Droxford Road East Meon, Petersfield, Hampshire GU32 1HR or email: education@sustainability-centre.org

The Sustainability Centre Responsibilities for Behaviour Management

Please read the following guidelines and then sign the agreement. This agreement must be returned before your visit.

We are aware that any trip away from school or home has its risks and that any risks can be aggravated by unreasonable behaviour. We are confident that adherence to the following guidelines will help make your visit safe, interesting and enjoyable.

Remember we will;

1. Provide a stimulating environment for the activities we provide
2. Provide a range of educational and enjoyable activities and provide a programme for your visit.
3. Provide as much information as we can to make your visit as safe and trouble free as we can.

However, you are responsible for:

1. Your children / young peoples' behaviour at all times.
2. Supervising your children / young people during breaks and at lunch time and toilet times.
3. Organising your adult helpers who will be expected to stay with the group throughout the day.
4. Ensuring that your children / young people all wash their hands before eating lunch.
5. Reading and sharing with your group and adult helpers the sheet *Site rules for school, college and other group visits* that should be part of your pre-visit pack.
6. Requesting that the children/ young people wear suitable clothing for the visit.

Please also note that this site has public access and you will need to consider this when planning supervision

I have read and accept 'The Sustainability Centre Responsibilities for Behaviour Management'

Signed:

Establishment:

Date:

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