



Schools Booking Form

Thank you for your interest in visiting our fantastic museum!

Please fill in the details accurately below and email your form to admin@edencamp.co.uk

Lead Name:

School Name & Address:

School Telephone Number:

Email Address:

Lead Name on the Day:
(if different to above)

Date of Visit: DD/MM/YYYY

Number of Children:
(charged at £5 per head)

Number of Staff:
(free entry for a ratio of 1:5 children
Additional staff charged at £5 per head)

Mess Hut Preferred Lunch Time:
(We cannot guarantee chosen times due
to the capacity of different huts.)
Slots last half an hour.

Will you be visiting
the Gift Shop?
Yes/No

On-site Conduct:

Staff are allowed free entry (1:5) strictly for SUPERVISION purposes and should remain with their groups at ALL TIMES. Whilst we trust that your visit to the museum will be a valuable and enjoyable experience, we request that you stress to staff and pupils that there are other visitors on site and an acceptable level of behaviour is required. Pupils should remain in their groups, refrain from running and shouting and observe 'No Entry' signs. Groups found not adhering to these rules will be asked to return to their coach.

Covid-19 Changes:

Certain adaptations have been made to our site in accordance with ever-changing government guidelines; changes and updates can be found on our website.

You can also find our full Covid-19 Risk Assessment on our website.

Printed Name:

Date:

I can confirm all the information
above is correct and agree to the
terms and conditions overleaf:

Signed:

Terms and Conditions:

Payment Terms:

Following our written acknowledgement & confirmation of your booking, a 20% deposit is due within 7 days.

Full payment is required no later than 30 days prior to your visit date.

All monies paid are non-refundable, and any additional children attending should be paid for on arrival.

Please note: we do not issue invoices for school bookings. We accept card payments over the phone, cheques made payable to Eden Camp, or BACS payments to the below account:

P.O.W. CAMP 83 Ltd T/AS EDEN CAMP

SORT: 405162 ACC: 61366769

Please note all BACS payment should reference your visit date and school name; for example if you are visiting on the 1st August 2020 from Malton Primary, your BACS reference should read: 01082020MALTONPRIMARY.

Receipts will be issued via email following all and any payments. Full VAT receipts can be issued at an administration charge of £5.00.

For any overdue payments, a 1% charge of the Full Fee shall be applied per day until the Full Fee has been received. We shall consider any extenuating circumstances when applying penalty fees. Extenuating circumstances shall only be deemed and confirmed as applicable by the Museum.

Cancellation:

You may cancel your booking at any time by writing to us prior to your booking, however all monies paid at the time of cancellation will be retained.

If you cancel within 7 days of your booking confirmation, no monies are due however should you cancel after these 7 days and your deposit has not been received, this amount will still be due whether you intend to keep your booking or not.

Your Responsibility:

You must comply with all relevant health and safety legislation, as well as any measure that we decide to put in place to protect those attending and working at the booking.

Our Responsibility:

We must provide you with space and facilities that are compliant with all legislations and statutory regulations. We reserve the right to refuse entry and/or service to any individual or group whose presences or behaviours in or on any of Our Premises, including the Venue, that We have reason to believe is, or is likely to be, unlawful, a risk to their own safety or security or that of others, in breach of Our own policies or procedures, or detrimental to Our business purposes.

Liability:

We will not be liable for any claims, compensation, costs, damages or other expenditure, legal, technical or otherwise, in relation to Your Booking and/or the Event except where death or personal injury is shown to have occurred due to negligence on Our part.

You will be liable for claims, compensation, costs, damages or other expenditure, legal, technical or otherwise, in relation to Your Booking except where death or personal injury is shown to have occurred due to negligence on Our part.

We or You will not be liable under this Agreement for any acts or incidents that can reasonably be considered to be outside of Our or Your control. Such acts or incidents include, but are not limited to, acts of God, an outbreak of conflict or hostilities, a civil disturbance, strike action, an act of terrorism, a change in legislation or government policy, the intervention of a government or law enforcement agency, a pandemic, a natural disaster, fire, flooding, power failure and/or the absence of telecommunications.

Data Usage:

All and any data received through this booking shall be used purely for the purpose of communication regarding education visits. Please refer to the Terms and Conditions page on our website for full details on our data protection procedures.