

Group Activity Booking Form – Nene Outdoors

Please complete and return this booking form to: Nene Outdoors, Ham Farm House, Ham Lane, Peterborough, PE2 5UU or email nene.outdoors@neneparktrust.org.uk. Your booking will not be considered confirmed until we have received a signed copy of this form.

Organisation <i>(where applicable)</i>	
Name of Visit Organiser:	
Contact address:	
Postcode:	
Email:	
Invoice email:	
Daytime telephone number:	
Mobile telephone number:	
Name of Visit leader <i>(if different from Visit organiser)</i>	
Dates, arrival times and departure times required:	
Number of participants:	
Age(s) of participants:	
Number of accompanying adults	
Please give brief details of any special requirements of your group <i>(e.g. medical concerns, special educational needs, physical ability etc)</i>	
Are you willing for photographs of your group to be taken for our records and publicity use? <i>(it is the responsibility of the visit leader to ensure parental consent if applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have specific objectives for your visit? Or use ours: Confidence—Creativity— Imagination—Independence—Knowledge—Resilience Here at Nene Outdoors we use outdoor activities to support learning and development. Use the list below to identify which activities you would prefer for your visit and we will endeavour to use those, if we cannot provide the activities requested we will call you to discuss an alternative. For full descriptions of the activities and information on learning outcomes please view our website: www.nenepark.org .	

Environmental Education: Please tick which activity or programme is required.

Early years

Pond Dipping	<input type="checkbox"/>
Minibeast Safari	<input type="checkbox"/>
Sensory Games	<input type="checkbox"/>
Wild Art	<input type="checkbox"/>
Going on a Bear Hunt	<input type="checkbox"/>
Build a Gruffalo home	<input type="checkbox"/>
Treasure Hunt / Orienteering	<input type="checkbox"/>

Key stage 1 (full day courses)

Once upon a time	<input type="checkbox"/>
Alive!	<input type="checkbox"/>
Finding the way	<input type="checkbox"/>
Living things & Habitats	<input type="checkbox"/>
Pirates	<input type="checkbox"/>
Natural Art	<input type="checkbox"/>

Key stage 2 (full day courses)

Classification	<input type="checkbox"/>
Explorers	<input type="checkbox"/>
Living Rivers	<input type="checkbox"/>
Using Maps	<input type="checkbox"/>
Plants and Seasons	<input type="checkbox"/>
Romans	<input type="checkbox"/>
Stone Age	<input type="checkbox"/>

For Key stage 3 and above, or if you prefer a tailored day please list the topics you would like to cover. Our staff will then contact you to discuss a programme for your visit.

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Outdoor Adventurous Activities: Please tick which activities you would like to include:

Land Activities

Archery	<input type="checkbox"/>
Bushcraft Shelter	<input type="checkbox"/>
Bushcraft Tool Use	<input type="checkbox"/>
Bushcraft Fires / Cooking	<input type="checkbox"/>
Climbing	<input type="checkbox"/>
Mountain Biking	<input type="checkbox"/>
Night line	<input type="checkbox"/>
Orienteering	<input type="checkbox"/>
Pioneering	<input type="checkbox"/>
Power Kiting	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>

Water Activities

Canoeing	<input type="checkbox"/>
Kayaking	<input type="checkbox"/>
Raft Building	<input type="checkbox"/>
Sailing	<input type="checkbox"/>
Stand Up Paddle Boarding	<input type="checkbox"/>
Windsurfing	<input type="checkbox"/>
Rowing	<input type="checkbox"/>
Bell Boats	<input type="checkbox"/>

Any other comments/requirements:-

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Acceptance of booking

I wish to apply for the above activities. I confirm I have read and understood the terms and conditions for group activities at Nene Outdoors and will ensure that the group complies with the conditions outlined. All participants will be informed of the above.

Signed Print name

Position Date

Would you like to opt in to receive future information about our education and group sessions?

☐ Yes ☐ No

Terms and conditions for activity bookings at Nene Outdoors

1. Provisional bookings should be made by telephone. Nene Outdoors will then send booking forms to the Visit Organiser*.
2. To confirm a provisional booking, the booking form should be returned within 14 days of making a provisional booking. If booking forms are not returned within 14 days the provisional booking may be cancelled and the dates offered to another group.
3. Details of activity fees can be found on our website <http://nenepark.org.uk>
4. Activity fees are payable in full at the time of booking. An invoice will be sent to the visit organiser following confirmation of booking and must be paid in full immediately upon receipt. Payment details are provided on the invoice.
5. Groups cancelling bookings up to six weeks before the date of the visit will be eligible for a refund of 50% of the course fees. Groups cancelling with less than 6 weeks to go before the visit will be liable to pay the full amount with no refund given unless the date is subsequently filled by another group, in which case a refund of 50% will be given.
6. Visit Leaders** must bring a full list of participants attending on the day of the visit.
7. It is the responsibility of the Visit Organiser to notify Nene Park Trust staff of any known relevant medical conditions at the time of booking and to update with more detail if necessary at the start of the visit.
8. Although Nene Park Trust carries out risk assessments for all activities and will make these available on request, it is recommended that Visit Leaders should also carry out their own risk assessments for the visit.
9. The school or other group, through the LEA or other insurance, as appropriate, will indemnify Nene Park Trust against all claims arising from any loss or damage, or injury or death to participants and any third parties arising from the visit and will, during the period of the visit, maintain an insurance policy with a reputable insurance company for an amount of not less than £5 million in respect of any one claim. The amount of such insurance shall not limit the liability of the school, group or LEA to Nene Park Trust.
10. During a visit led by Nene Outdoors staff, the staff member will co-ordinate the activities of the group and will advise the group of any particular known hazards that may apply on the day of the visit.
11. Nene Park Trust reserves the right to cancel or terminate activities at any time if our staff consider that to continue with the activities would be hazardous to themselves, participants or members of the public.
12. Nene Park Trust reserves the right to exclude any individuals from activities if our staff feel that to allow them to continue would be hazardous to the individual or to others.

For school bookings or other groups including children under the age of 18:

13. While leading activities our staff will operate within NGB safety standards. To support our staff and ensure a safe visit, the Visit Leader and other adult helpers will be expected to take an active part in the visit and will be entirely responsible for discipline, and overall control of the group.
14. Visit leaders are responsible for ensuring that they bring on the visit at least 1 adult to every 6 students of primary school age or at least 1 adult to every 15 students of secondary school age. Nene Outdoors staff are not to be included when calculating supervision ratios.
15. Although Nene Outdoors staff are trained in first aid and will carry first aid kits, it remains the responsibility of the Visit Leader to provide first aid and any necessary medical care to students.
16. It is the responsibility of the Visit Leader to ensure that students have parental permission for the visit and to bring with them a list of emergency contact and medical details for each student on the visit.
17. When planned activities will take place on the water it is the responsibility of the Visit Leader to ensure that all participants have water confidence.
18. At all times during the visit, the Visit Leader will retain responsibility for the safety and welfare of students including during break times when Nene Park Trust staff may not be present.
19. For details of how we use and store your data, please visit our website <https://www.nenepark.org.uk/privacy-policy>

Cancellations due to Covid-19

Nene Park Trust will at all times act in a manner intended to protect our staff and visitors and is committed to following government guidance aimed at reducing the spread of Covid-19. In the event that changes in government policy relating to Covid-19 cause Nene Park Trust to cancel your booking we will offer a full refund of any booking fees paid. In the event of cancellations for any other reason our usual cancellation policy will apply.

**Visit Organiser is the adult who makes the initial booking and acts as contact with Nene Park Trust for discussions regarding the planning of the visit.*

*** Visit Leader is the adult who accompanies the students on the day of the visit and maintains overall responsibility for the safety and welfare of students. In many cases the Visit Organiser and Visit Leader may be the same person.*

