



Outdoor Learning Service Booking Request Form



Group Contact Information

Name of Group:			
Group Type:			
Name of Teacher/Youth Worker:			
Address:			
Postcode:		Contact Tel:	
Contact Email Address			

Request Detail

Select Centre			Visit type		
Requested Dates & Times	Arrival		Departure		
	Date (e.g. 29/3/17)	Time	Date (e.g. 29/3/17)	Time	
1 st Preference					
2 nd Preference					
3 rd Preference					

Please outline the educational aim of your visit

Special consideration may be given to groups that have students/members experiencing marginalisation or social exclusion, in particular section 75 groupings. If this applies to your school/group please provide evidence below

	Number of Young People
	<input style="width: 100px; height: 20px;" type="text"/>

Numbers in Group:	Male	<input style="width: 40px; height: 30px;" type="text"/>	Female	<input style="width: 40px; height: 30px;" type="text"/>	Total	<input style="width: 40px; height: 30px;" type="text"/>	Booking Total	Group Age Range
	Male	<input style="width: 40px; height: 30px;" type="text"/>	Female	<input style="width: 40px; height: 30px;" type="text"/>	Total	<input style="width: 40px; height: 30px;" type="text"/>		
Number of Staff:	Male	<input style="width: 40px; height: 30px;" type="text"/>	Female	<input style="width: 40px; height: 30px;" type="text"/>	Total	<input style="width: 40px; height: 30px;" type="text"/>		
Do you have a Child Protection Policy in place?	YES	<input style="width: 40px; height: 30px;" type="text"/>	NO	<input style="width: 40px; height: 30px;" type="text"/>				

Declaration on behalf of organisation

This is only a booking request and not a confirmation of your booking. This will be reviewed by the Outdoor Learning Service. If the centre is able to accept your booking for one of your requested dates you will be sent a booking confirmation form which will ask you to supply further details to meet the needs of your request.

Digital Signature: _____

(Click the signature box to sign once form is complete. If you're digitally signing for the first time, follow the on screen instructions. You will be required to save this form when you sign)

RETURN FORM BY EMAIL TO:
outdoorlearning@eani.org.uk