



TERMS OF BOOKING

By accepting confirmation of this booking

We agree to:-

- carry out regular health and safety inspections of our premises to ensure that they are a suitable environment for groups and have emergency procedures in place
- carry out risk assessments on the intended activities
- have public liability insurance in place
- fulfil the objectives as requested of your visit
- arrange an appropriate programme for your visit
- clearly state the cost of your visit before arrival, including any minimum charges that may be applicable.
- provide you with any special equipment or instruction
- have procedures in place for lost children/vulnerable adults.

You agree to:

- be entirely responsible for the discipline, safety and overall control of the group
- have responsible adults fully supervising children and young people at all times during the visit using agreed ratios (LEA or independent governing body)
- ensure any special needs of the group are met or managed
- ensure the group is appropriately equipped for the activity (Wellington boots and waterproofs for outdoor sessions)
- arrange suitable transport for the visit including transport between venues if appropriate (**please note: if visiting Bolderwood double-decker coaches are NOT permitted.**)
- arrange suitable insurance for the visit*
- have a qualified first aider with your group and first aid kit
- have clear objectives and purpose to the visit
- the group leader making a preliminary visit to assess any possible risk to the group and identify potential hazards and possible control measures
- the organisation being held responsible for any damage caused to property belonging to the New Forest Centre.
- seek parental/ carer consent to the visit
- provide correct payment including payment of minimum charges as set out New Forest Centre website, if appropriate
- follow any special instructions during the visit if there is an emergency or other unforeseen circumstance
- have procedures in place for lost children/vulnerable adults.

At all times during your visit we ask you to respect the needs of other paying customers at the New Forest Centre. The New Forest Centre staff have the discretion to exclude from the visit anyone who is not properly equipped or fails to comply with other conditions listed above.

*The organisation, through the Local Education Authority or independent governing body if appropriate, will indemnify the New Forest Ninth Centenary Trust against all claims arising from any loss or damage, or injury or death to participants and any third parties arising from the educational visit, and 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 or Local Education Authority to the New Forest Ninth Centenary Trust.

The New Forest Ninth Centenary Trust registered charity No 279373.