



The Holly Lodge Centre

Holly Lodge, Richmond Park



Booking Form ORGANISATIONS

Please return this form to:

Dr Pat Ealey, The Holly Lodge Centre, Holly Lodge, Richmond Park, Richmond TW10 5HS

Information about your visit:

Date of visit: _____ / _____ / _____ Session time: _____ to _____

Arrival time: _____ Departure time: _____

Cost: £ _____ per person (remember people supervising your group are free)

Please make cheques payable to 'The Holly Lodge Centre'.

Will your group be staying for lunch? Yes _____ No _____

Information about your group:

Your name: _____

Organisation name: _____

Address: _____

Tel no: _____

E mail address: _____

Borough/Council: _____

Leader of your group: _____

Age range of group: _____

Number of people in the group: _____

Number of adults supervising the group: _____

Transport used to come to the centre: _____

Any further information that would help us, about any people with special educational needs, behavioural difficulties who could cause injury to themselves or our volunteers, access or health needs (e.g. allergic reactions, diabetes etc) _____

How many wheelchair users will there be in your group: _____

Information about the activities:

Please tell us the activities you have chosen to do.

How does this fit in with the work you are doing with the group?
(e.g. is it a part of a theme you are following, is it a stimulus at the start of a topic or follow up at the end?)

Please sign and return the attached 'Terms and Conditions' with this form,

Thank you

For our use only:

Personnel leading: _____

Other personnel needed: _____

Priority target audience: _____

H&S information given
(staff to sign): _____

THE ROYAL PARKS
HOLLY LODGE CENTRE VISITOR PROGRAMME
RICHMOND PARK

Terms and Conditions

The following are The Royal Park's terms and conditions, which apply to the participation in the Holly Lodge Centre Visitor Programme in Richmond Park. The supervisor in charge of the clients or someone in authority in the organisation is required to sign where indicated, confirming that the organisation agrees to abide by these conditions.

1. You will indemnify The Royal Parks against all claims, proceedings, damages, costs, expenses and loss in respect of personal injury (including death) or loss of or damage to property arising out of your use of the Park save insofar as such injury, loss or damage is reasonably attributable to The Royal Parks, its servants, agents or licences. You will also be required to have appropriate insurance cover to meet this requirement.
2. You will comply with any instructions written or verbal which may be given by the Park Manager, his representatives, or the Project Manager of the Holly Lodge Centre, or with the Metropolitan Police and with any health and safety requirements.
3. You will follow the countryside code and respect all wildlife.
4. On arrival, the group leader must sign in at Reception in Holly Lodge, while the group remains in their vehicles until met by a representative from the Centre.
5. Visits to the Centre will usually last 2 hours under supervision of the Project Manager and/or volunteers, unless otherwise agreed. Supervisors of those in charge of the group and its helpers are responsible for supervising the visitors during this 2 hour period and if they come for a picnic lunch either before or after the arranged visit.
6. Vehicles belonging to the organisation or any other vehicles used to bring the clients to the Park (including those belonging to the supervisors or helpers) may be left in the car park at Holly Lodge during the visit at the owner's risk.

Mr Simon Richards, Park Manager
Holly Lodge
Richmond Park
Surrey TW10 5HS

Tel 0208 948 3209
Fax 0208 332 2730

I agree to abide by the terms and conditions as set out in the Agency's letter of permission above

DATE OF VISIT

NAME IN BLOCK CAPITALS

SIGNATURE

REPRESENTING (ORGANISATION)

DATE

DAYTIME TELEPHONE NUMBER

PLEASE COMPLETE THIS FORM AND RETURN TO DR PAT EALEY AT THE ABOVE ADDRESS AS SOON AS POSSIBLE AND NO LATER THAN ONE WEEK BEFORE YOUR VISIT.