**School Trip Booking Form 2019**

**Kelburn Estate, Fairlie, KA29 0BE**

**01475 568 685**

admin@kelburncountrycentre.com

Please complete this form and email to the above email address as soon as possible as our Schools Programme is very popular. Receipt of this booking form will be treated as a **confirmed** booking. See payment details at end of form which have been updated for 2019.

**School Details:** The Schools Programme runs weekdays from **Monday 6th of May - Thursday 27th of June**.

|  |  |
| --- | --- |
| Date of Visit: |  |
| On day Visit Leader: |  |
| Name of School: |  |
| Address of School: |  |
|  |  | Postcode: |  |
| Prior to visit, contact details of person who filled in this form | Name: | Phone number: | Email: |
| School contact details (if different from above) | Phone number: | Email: |
| Arrival Time: |  | Departure Time: |  |
| No of Pupils: |  | No of Adults: |  |
| Age of Pupils: |  |  |

**Entrance Fees-**

* Children: £4.00
* Teachers: Free at a ratio of 1:10 pupils for P1 – P7 and 1:5 for nurseries
* Additional Teachers: £5.00

**Coaches-**

Please indicate how many coaches to allow us to anticipate parking needs. Buses will be directed to drop off point which will be Information Centre or coach park.

|  |  |
| --- | --- |
| Number of Coaches | Number of mini buses |
|  |  |

**Ranger led Educational Activities 2019: Optional at no extra cost/\*extra cost**

The 2019 programme allows time to plan for lunch and enjoy Kelburn’s other inclusive attractions such as: The Secret Forest, Saloon, Adventure Course and The Glen. (adult supervision required at all times). To help plan our Ranger led activities we require attendance numbers in advance. Please indicate numbers below, an estimate at this stage is fine. Please note all our activities have a maximum capacity and other schools will be present. So early booking is vital.

If you do not complete either box we will assume you do NOT want the activity.

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| --- | --- | --- | --- | --- | --- |
| **Interactive Story Corner:****11-11.30am** Suitable: Nursery-P3**Please select Yes or No** | Yes, with numbers | No  | **Sensory Safari:****12.30-1pm** Suitable for all ages. Route will be allocated according to ages/ability. **Please select Yes or No** | Yes, with numbers | No |
|  |  |  |  |
| **Interactive Story Corner: 11.45-12.15pm**Suitable P4-P7**Please select Yes or No** | Yes, with numbers | No | **Sensory Safari (repeat): 1pm-1.30pm** Suitable for all ages. Route will be allocated according to ages/ability.**Please select Yes or No** | Yes, with numbers | No |
|  |  |  |  |
| **\*Play Barn (indoor play area) £1/child**Max 30 children per half hour. Time slot allocated on day.**Please select Yes or No** | Yes, with numbers | No | **Gift Shop-**Max 25 children per 10 minutes. Time slot allocated on day. **Please select Yes or No** | Yes, with numbers | No |
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| **Self-led Activity:** | Fun group challenge: approx. 30 minutes to complete. Suggest do in groups of 10. Adult supervision required. This will be updated for 2019- please download activity sheet from website closer to your visit.  |

**Indoor Area- £30 per area** (Recommended for groups of 40 at a time, larger groups on rotation, or request multiple spaces.)

|  |  |  |
| --- | --- | --- |
| Secure area for group to use for: bag drop, lunch or wet weather shelter! There are only 5 indoor areas available, so early booking is advisable. Please note we have no outdoor covered lunch areas. Indoor areas will be allocated on the day. You CANNOT request specific areas in advance. Please state if you need multiple indoor areas. **Indoor Area payment required within 7 days of receipt of your booking form.**  | Yes, please tick | No, please tick |

**Disabled access:**Unfortunately, Kelburn Country Centre’s natural landscape can make access difficult for those who are mobility-impaired. If you have any concerns about pupil or teacher involvement email admin@kelburncountrycentre.com

**Payment:**

* We require payment for the indoor area **within 7 days** of receipt of your completed booking form by cheque or card – invoice on request only – **this payment confirms your booking.**
* Payment for admission **must be stated below and paid prior to your departure** on the day of visiting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Option**(Please write YES in the relevant box) | **Cheque -**  | **Cash -**  | **Card -**  | **Invoice -**  |

* **Late payment will incur a £25 admin fee**

Cheque made payable to: Kelburn Castle and Country Centre. For over the phone card payments call 01475 568685.

Invoice payments: If you request an invoice & your group numbers reduce on the day, you will not be eligible for a refund. If your group’s numbers increase, this should be declared and paid for at the office on the day.

Thank you for your understanding on this matter.