**School Trip Booking Form 2023**

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

**01475 568 685**

admin@kelburnestate.com

Please complete this form and email to the above email address as soon as possible as we have limited capacity per day. Receipt of this booking form will be treated as a **confirmed** booking.

**School Details:** The Schools Programme runs weekdays from **Monday 1st of May – Wednesday 21st of June**.

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| --- | --- |
| Date of Visit: |  |
| On day Visit Leader: |  |
| Name of School: |  |
| Address of School including postcode: |  |
| Contact details of person who filled in this form: | Name: | Phone number: | Email: |
| Arrival Time: |  | Departure Time: |  |
| No of Pupils: |  | No of Adults: |  | Age range of Pupils: |  |

**Entrance Fees-**

* £5.00 per person - includes access to the Secret Forest and optional Ranger-led walk
* Coach parking – FREE
* (Optional) £2.00 per child for 30 minutes in the Playbarn (Indoor soft play area)
* (Optional) Indoor area hire for bag drop - £30.00 per area

**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. Coach parking is FREE.

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| --- | --- |
| Number of Coaches (17+ seats) | Number of minibuses (16 or fewer seats) |
|  |  |

**Ranger-led Walks 2023: Sensory Safari - Optional at no extra cost!**

The 2023 programme allows time to plan for lunch and enjoy Kelburn’s other attractions such as: Secret Forest, Saloon, Adventure Course and The Glen (adult supervision required at all times). Please note our walks have a maximum number of 90 – split between three rangers into groups of 30. Other schools will be present so early booking is vital.

**If left blank, we will assume you do not want the activity.**

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| --- | --- | --- | --- | --- | --- |
| **Sensory Safari:** **11.00am-11.30am** Suitable for all ages. Route will be allocated according to ages/ability. **Please tick Yes or No**  | Yes, with numbers | No  | **Sensory Safari:** **12.30-1.00pm** Suitable for all ages. Route will be allocated according to ages/ability. **Please tick Yes or No** | Yes, with numbers | No |
|  |  |  |  |
| **Sensory Safari:** **11.30am-12.00pm**Suitable for all ages. Route will be allocated according to ages/ability. **Please tick Yes or No** | Yes, with numbers | No | **Sensory Safari:** **1.00pm-1.30pm** Suitable for all ages. Route will be allocated according to ages/ability.**Please tick Yes or No** | Yes, with numbers | No |
|  |  |  |  |
| **Sensory Safari:** **12.00-12.30pm**Suitable for all ages. Route will be allocated according to ages/ability. **Please tick Yes or No** | Yes, with numbers | No | **Sensory Safari:** **1:30pm-2.00pm** Suitable for all ages. Route will be allocated according to ages/ability.**Please tick Yes or No** | Yes, with numbers | No |
|  |  |  |  |

**Gift Shop Visit – (Optional)** Max 30 children per 15 minutes. Time slot allocated on day. **Please tick Yes or No**

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| --- | --- |
| Yes, with numbers | No |
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**Playbarn – (Optional) £2.00 per child for 30 minutes**

Indoor soft play area. Maximum of 30 children per 30 minutes. Sessions run on the hour and half past the hour.

If left blank, we will assume you **do not want** the Playbarn and will book the sessions out to other groups.

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| --- | --- |
| Number of children – Maximum 30 children per 30-minute session | Preferred times – please note times will be subject to first come first book. |
|  |  |

**Indoor Area – (Optional) £30.00 per area** Recommended for groups of 40 at a time, larger groups on rotation, or request multiple spaces. If left blank, we will assume you **do not want** an indoor area and will book them out to other groups.

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| --- | --- | --- |
| Secure area for group to use for: bag drop, lunch or wet weather shelter! There are only 4 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.  | Yes, please tick | No, please tick |

**Disabled access**Unfortunately, Kelburn Country Centre’s natural landscape can make access difficult for those who have additional support needs. If you have any concerns about pupil or teacher involvement email: mailto:admin@kelburnestate.com

**Payment:**

* We require payment for the indoor area **within 7 days** of receipt of your completed booking form by cheque or card payment link – invoice on request only.

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| --- | --- | --- | --- | --- |
| **Admission Payment Option**(Please write YES in the relevant box) | **Cheque on Day**  | **Cash on Day**  | **Card on Day**  | **Invoice prior to arrival**  |

* Payment for admission **must be stated below and paid prior to your departure** on the day of visiting.
* **Late payment will incur a £25 admin fee.**

Cheque made payable to: Kelburn Castle and Country Centre.

For card payments please email: admin@kelburnestate.com

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.