



School Visits Booking Form

Thank you for your interest in visiting our historically and educationally unique museum!

Please complete all boxes below. If you do not have pdf editing software you will need to print this form off, fill it in by hand and then either scan or photograph it and send it back to us by e-mail: admin@edencamp.co.uk

Lead Name:

School Name & Address:

School Telephone Number:

E-mail Address:

**Lead name on the day
(if different from above) & mobile phone no.**

Date of Visit: DD/MM/YYYY

Number of Pupils

(£7.00 per pupil)

Number of Staff:

(Minimum supervising ratio requirement of 1 adult per 10 pupils. We provide 1 free adult admission for every 5 child admissions).

Mess Hut preferred lunch time.
(Mess Huts allocated for 30 minutes on the hour and ½ hour. Depending on the number of groups booked in we cannot always guarantee the requested time.)

Do you intend visiting the Gift Shop (Y/N)

Conduct of pupils whilst on site:

Teaching staff are provided with free admission (1:5 ratio) for the purposes of SUPERVISION (with a strict minimum ratio of 1 staff member for every 10 pupils). Staff should remain with their pupils at **ALL TIMES** whilst on site. Please remind your pupils that there will be other visitors on site when you visit so an acceptable level of behaviour is required. Pupils should remain in their group, refrain from running and shouting and adhere to the **One Way** system which is in operation through all exhibition huts. Groups found not adhering to these rules will be asked to return to their coach/minibus.

"I can confirm that all the information above is correct and I have read and agree to the Terms & Conditions on the reverse of this Booking Form". (Please enter YES in the box)

Date:

Name (Printed):

Signed:

Terms & Conditions

Payment Terms: Please ensure that a copy of this form and these Ts & Cs are given to whoever will be responsible for making payment for your visit.

Following our written acknowledgement and confirmation of your booking, a deposit of 20% of the total cost of the visit is due no later than 7 days after confirmation is received in order to secure the booking for your chosen date.

The balance of payment is then due no later than 7 days prior to your visit date. All monies paid are non-refundable, and any additional children attending that were not included in the original booking should be paid for on arrival.

Please note, **WE DO NOT ISSUE INVOICES FOR SCHOOL BOOKINGS. Please do not submit a booking form unless you are able to fulfil our payment Ts & Cs. You may need to discuss this with your Finance Department if you are not directly funding your own trip.**

We can accept payment by Credit/Debit card over the phone, or by electronic transfer by BACS/Faster Payment. **WE CANNOT ACCEPT PAYMENT BY CHEQUE.** BACS/Faster Payments should be made to the following account:

P.O.W. CAMP 83 Ltd T/AS EDEN CAMP Sort Code: **405162** ACC: **61366769**

All BACS payments should reference your visit date and school name or initials, for example if you are visiting on the 1st August 2025 from the Perfect Primary Academy, your BACS reference should read 01082025PERFECTPRIMARY (or 01082025PP depending on size of reference field) This is especially important if you are part of a Trust or are funded from a central finance department which may also be making payments for other schools in your Trust or area.

(Please note, whilst P.O.W. CAMP 83 Ltd is our legally registered company name, some banking institutions do not permit full stops/punctuation marks to be entered as an account name, so you may need to omit the full stops between P O and W in order for your bank to accept our account name.)

Once we have received payment we will issue a receipt by e-mail. For any overdue payments, a 1% penalty charge of the outstanding total amount shall be applied per day until the Full Fee has been received. We shall consider any extenuating circumstances when applying penalty fees. Extenuating circumstances shall only be deemed and confirmed as applicable by ourselves. It is the responsibility of the person making the booking to ensure that all payments are made on time.

Cancellations:

You may cancel your booking at any time by writing to us. However, all monies paid at the time of cancellation will be retained unless there are extenuating circumstances which may merit a refund or credit to be made. Extenuating circumstances shall only be deemed and confirmed as applicable by the P.O.W. CAMP 83 Ltd.

If you cancel within 7 days of our booking confirmation, no monies are due however should you cancel after these 7 days and your deposit has not been received, this amount will still be due.

Your Responsibility:

You must comply with all relevant Health & Safety legislation, as well as any measures that we decide to put in place for the safety, well-being and enjoyment of our site by all visitors. You can find a generic Educational Visits Risk Assessment in the Schools & Educational Visits section of our website. If you are leading a visit to our site and have never visited before, we do recommend that you make a pre-visit in order to be able to use the Risk Assessment that we provide as a template to produce your own RA which will accommodate the specific abilities and requirements of your particular students. We offer a complimentary pre-visit to group leaders holding a booking with us in order to facilitate this recommendation.

Our Responsibility:

We will provide you with facilities that are compliant with all legislations and statutory regulations. We reserve the right to refuse entry and/or end the right to complete a visit of our site to any individual or group whose presences or behaviours in any of our premises or facilities give us reason to believe is, or is likely to be unlawful, a risk to their own safety or security or that of others, is in breach of our own policies or procedures, or is detrimental to our business purposes. In such circumstances no refund on admission will be given.

Liability:

We will not be liable for any claims, compensation, costs, damages or other expenditure, legal, technical or otherwise, in relation to your booking and/or the event except where death or personal injury is shown to have occurred due to negligence on our part.

You will be liable for claims, compensation, costs, damages or other expenditure, legal technical or otherwise, in relation to your booking except where death or personal injury is shown to have occurred due to negligence on our part.

We or you will not be liable under this agreement for any acts or incidents that can reasonably be considered to be outside of our or your control. Such acts or incidents include, but are not limited to, acts of God, an outbreak of conflict or hostilities, a civil disturbance, strike action, an act of terrorism, a change in legislation or government policy, the intervention of a government or law enforcement agency, a pandemic, a natural disaster, fire, flooding, power failure and/or the absence of telecommunications.

Data Usage: All and any data received through this booking shall be used purely for the purpose of communication regarding educational visits. Please refer to the Privacy Policy section on our website.