



## How to book your Group Activity.

Booking your Group Activity with Green School is really easy, and the information contained within the following pages will enable you to do this successfully. You will need to start by printing out a copy of this document, then read everything through carefully before filling in the required pages.

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Please start by reading through our Guidance Notes, and give us a call on 07759 497 101 to make a provisional booking for your preferred date. Then, fill in the Booking Form contained in the following pages. Please post it to us at the address below along with your payment cheque for your activity. **Your booking can only be confirmed once payment is received.** We will provide a PDF receipt sent via email for your records once your payment is received. Alternatively, we can accept payment by BACS or by e-transfer if you bank on-line. Please contact us for details.

You will need to keep a copy of this document including our Notes & Guidelines for your records, for instance: should you need to make a cancellation and claim a refund on your activity/party fee. By making a payment you are agreeing to our Notes & Guidelines and this document forms the basis of the contract between you, the client; and us Green School.

Unless you specifically request a written confirmation by post, we will confirm all activity details with you by email, as this is less of a strain on the environment. We will not under any circumstances divulge your email address to anyone else, ever. It is therefore important that you provide us with a valid contact email address. Space is provided for this on the Booking Form. We will send out meeting instructions, wherever possible, at least 14 days before your party date: **providing we have received full payment of your activity.**

Green School reserves the right: under exceptional circumstances, to cancel any activity for whatever reason and either refund monies paid without further liability, or re-arrange the party to another day: whichever would be preferable to you.

**If you need to cancel your Provisional Booking, we would be very grateful if you could contact us on 07759 497 101 and let us know. Thanks.**

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Please make your cheque or payable to GREEN SCHOOL. Or contact us if you wish to pay by BACS or e-transfer for our bank details.

Please address all correspondence to:  
Green School, 80 Ellesmere Road, Berkhamsted, Herts, HP4 2ET.

If you have any queries about How to Book please contact us by phone, or email, as follows:  
Tel: 07759 497 101      rod@green-school.co.uk

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Winnie the Pooh



# Notes and Guidelines for Organisers of Group Activity Sessions.

Everything you need to know for organizing your event.

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## Times Available:

- Monday - Friday: 9am till last light (Spring / Summer / Autumn); 9am till 3pm (Winter)
- Weekends - by arrangement

If you would like an activity session during a school holiday or half-term please email us: [rod@green-school.co.uk](mailto:rod@green-school.co.uk). We will always do our very best to meet your requirements.

## The Activity Organiser(s)/Host(s):

This is defined as the person(s) making the booking with Green School and who is responsible for those attending: i.e. it is **NOT Green School staff**.

## Costs: (inclusive of all materials & charges)

£140 for a 1 hour activity, or £210 for a 1 ½ hour activity etc, (this does not include the cost of Café food or Forestry Commission Barbeque if required). If you would like a longer activity i.e. more than 1 ½ hours, we would be happy to arrange this, please contact us on 07759 497 101 to discuss your requirements.

## Numbers & Age Range:

- 4 to adult
- Group size: 5 (minimum) to 20 (In exceptional circumstances we will consider accommodating groups of up to 30: only by prior arrangement. There is an additional charge of £7 per person per hour.)
- **Where applicable: there must be 1 adult present for every 5 children (excluding Green School staff)**

## Weather:

Activity parties go ahead unless the weather is deemed unsafe: e.g. storms, lightning, icy conditions, torrential rain. Children and adults must be dressed appropriately for the weather.

## Recommended Clothing:

The Activity Organisers should inform all persons attending the session that appropriate clothing and footwear for activities in the woods are essential. Green School recommends:-

- Sturdy boots, wellies or old trainers: **NOT sandals**
- Tough clothing that you won't mind getting a bit dirty - especially for shelter building!
- A waterproof jacket or anorak if rain is at all likely
- Warm clothes and a warm hat & gloves
- If your kids help you in the garden and they have their own gardening gloves these are really great to wear when shelter building too!

**Please Note: Attendees may be prevented from taking part in Activities if Green School staff consider them to be inappropriately dressed for the weather/conditions.**

## Parking Charges at Wendover Woods:

The Forestry Commission parking charges apply to all vehicles parked on-site for the duration of the activity session. There is no charge for just "dropping off" and collecting attendees at the activity session.

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# Notes and Guidelines for Organisers - Continued

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## **Behaviour:**

Green School want your party to be an enjoyable experience for everyone. It is the responsibility of **you** as the Activity Organiser to ensure the good behaviour of all attending. Unruly and out of control behaviour may lead to the cancellation of the activity with Green School, or the removal of the individual(s) from the activity. In such cases a refund will not be given. Green School will not be held liable or responsible for the actions of the individual. We ask politely that you be on-time for your activity, we are not able to wait or extend the time of your activity session to cover late arrivals. We are fully booked most days, and have to be fair to both our staff and those clients who have the activity session following yours.

## **Medical Needs:**

Activity Organisers should be aware of any special medical needs of those attending the activity (e.g. asthma inhalers, epipens etc); and that you - the Activity Organiser - are able to cater adequately for those needs. Green School staff carry a basic 1st Aid kit on all activities. We would also suggest that if anyone have cuts and grazes on exposed skin, to have them covered before starting out on the activity.

## **Cancellations & Variations to Activity Programme:**

Should an activity have to be cancelled by Green School, it will be re-arranged for another day or a refund given. Green School reserves the right to alter a planned programme or cancel an activity for unforeseen circumstances such as staff illness, extreme weather conditions, unreasonable behaviour by the client (includes very late arrival by client), or the client's failure to pay for their activity in time. In such instances any deposit paid by the client will be forfeit, without further recourse to, or liability upon Green School.

## **Cancellation by Activity Organiser:**

If an Party Organiser has to cancel a confirmed booking we will re-arrange the date with you. A refund (less £30 administration fee) will only be given if the party cannot be re-arranged and where cancellation is made 1 month before the party.

## **Insurance & Bonafides.**

Green School is insured as Outdoor Activity Instructors and have professional indemnity insurance cover suitable for all our activities. All staff have current CRB check and 1st Aid certificates. We are current members of the Institute of Outdoor Learning.

## **Liability.**

Green School activities take place in the outdoors, which by its nature is not free from hazard. Whilst all reasonable precautions are taken to minimize the risk, the client accepts that accidents including serious injury and death can occur without Green School being at fault and to that extent clients participate at their own risk. The client also recognises that Green School is not responsible for loss or damage to any or the client's personal property, including: vehicles, money, clothing or equipment. Green School accepts no responsibility for any mishap during a course from any instruction or information not given by Green School appointed instructors or assistants. Green School also takes no responsibility for any mishaps occurring as a result of the client's failure to follow instructions. Green School will only accept liability for physical injury to a client that is shown to result from negligence on the part of Green School.

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# Group Activity Booking Form

Please use this form if you are booking an Activity Day or Session only. Please ensure that you have read through our Notes & Guidelines before signing this form. Please complete this form in **Block Capitals** and return it to the address below along with your payment. Please make cheques payable to **Green School**. Thanks. Contact us if you wish to pay by BACS or e-transfer.

Green School, 80 Ellesmere Road , Berkhamsted, Herts, HP4 2ET

Group Name:

Contact Name:

Address:  Postcode:

Contact Telephone:  Contact Mobile:

Email:  Date & Time of Activity:

Your Chosen Activity:

Number in Party (Max 20) (1 Adult to 5 children)  Age Ranges:

I have read and understand the Terms & Conditions:  I enclose a cheque for the Full amount of the Activity Cost (i.e. £210 if 1½ hours required)

Or, I have made payment to you via BACS or e-transfer   
(Please tick as appropriate)

Please let us know any changes to the above information as soon as possible. The payment must be received 4 weeks before the activity date.

All correspondence from Green School will be via email.  I DO NOT wish Green School to contact me in the future   
Please tick the box if you would prefer "snail mail".

How did you hear about Green School?

**Declaration:** I, the above named, agree that I have read and accepted the Activity Guidelines. I also recognise and agree that as with any outdoor activity, courses and events offered by Green School contain an element of personal risk, and however unlikely, the risk can become a reality. Payment indicates an acceptance of Green School's Activity Guidelines.

Signed:  Date:

For Office Use: Ref No:  Payment Received:  Notes:

Deposit Received:  Details Sent:

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