

Cassiobury Park group booking form

Group name	
Group leader	
Group phone number	
Contact email	
Group address	
Cassiobury lead	
Date of visit	
Timings	
Number of adults (Hub staff not included)	
Number of children	
Keystage/school year/approximate ages	
Type of visit (Hub guided or self-led)	
Cost of visit	
Theme of visit	
Time of arrival (usually 10 am)	
Time of departure	
Type of transport	
Drop off instructions	
Special needs of your group	
Other requirements of your visit	

- On rare occasions we may need to reschedule your visit due to extreme weather conditions.
- Please note: once you have checked and returned this form this constitutes a firm booking and you will still be charged if you do not contact us to cancel at least two working days (Mon- Fri, 9am – 5pm) before the date of the booking On arrival please familiarise yourself with the location of the emergency exits and read the fire procedure sign in your room
- *PLEASE LET CONFIRM BY EMAIL THAT ALL DETAILS ARE CORRECT*

Booking form and basic teachers info sent	
Invoice raised	
Invoice sent plus feedback form	
Invoice paid	
Feedback form received	