

**School Visit Booking Form**

**Contacting You**

**Name of School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Teacher** : **Title:** \_\_\_\_\_\_ **First Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last Name:** \_\_\_\_\_\_\_ **Post Nominal’s\_\_\_\_**

**Address of School** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Telephone no**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Post code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About your visit**

**Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile number of Lead Teacher during visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Method (coach, minibus etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No of Coaches: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Group Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group Departure Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**About your Group**

**Total Number Expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age range of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any other Information: (**Please indicate if you have any special requirements or if there is anything you feel we need to know in order to give your group the best possible experience.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Visit Requested (Please tick)**

**Full Activity Day (£13.50): \_\_\_**

**Themed Guided tour and Teacher Led activities (£9): \_\_\_\_ Castle Entrance only (£6.00): \_\_\_\_\_**

**Theme or Topic studied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For visits with teacher-led activities, please tick which activities you would like to do;**

**Pomander making \_\_\_\_\_\_\_\_\_ Period Dancing \_\_\_\_\_\_\_ Costume Collages \_\_\_\_\_\_**

**Plague bag making \_\_\_\_\_\_\_\_\_\_ Period Toys and games \_\_\_\_\_\_\_ Artefact Sketching \_\_\_\_\_**

**Calligraphy \_\_\_\_\_\_\_\_\_\_\_ Gods Eye Making (Older students) \_\_\_\_\_\_**

**Medieval Banquet: (£6.50 a head) \_\_\_\_\_\_ Packed Lunch: \_\_\_\_\_\_**

**How did you hear about us? (please tick)**

Castle Leaflet O Word of Mouth O

Bolton Castle Website O Other website (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School booking pack O Advert in Magazine/Newspaper

Local to area O (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

We would like to keep your details on file so we can keep you updated on special offers and new developments at Bolton Castle. This will also enable us to monitor school bookings at the Castle. We promise that any information you give will be used for this purpose only by Bolton Castle and will not be passed to any other company. We need your consent to hold your personal details to fulfill our obligations under the Data Protection Act.

I hereby give consent for my information to be used in the manner detailed above. I am happy to be contacted by (please tick the appropriate box)

By Post [ ] By Email [ ]

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Information**

**Please complete all relevant information as this will help our staff run a successful day for you and is essential for Health and Safety procedures.**

**Please return along with your booking form to confirm your booking.**

1. **Is there anyone in your group with mobility problems? i.e. wheelchairs/walking difficulties ( there are stairs throughout the building and we do not have a lift) Please detail;**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Do you have any children with behavior problems such as attention disorders? Please detail;

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1. Do you have any children who are prone to any serious allergies of any sort? Please detail;

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1. If you are having a medieval lunch provided by the Castle please let us know of any children who have any medical or religious dietary requirements. Please detail;

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1. Any other additional needs not covered above? Please detail;

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**Please return this form by email to Dave Manning on** **dave@timetalks.org.uk**

**If you need any further information or have any questions on this form you can contact Dave on the email address above or on 07951956553**

If any of the above details change between you confirming the booking and the day of your visit please inform us a soon as possible. Please confirm the change in writing by email.