**Group Details**

Name of Group:………………………………………………………

Name of Group Organiser:………………………………………

Address: …………………………………………………………………………………………………………………………....................

…………………………………………………………………………………………………………………………………………………………..

Postcode:………………………………………………………………….

Email:……………………………………………………………………….. Telephone Number:……………………………………..

**Visit Details**

Date of visit:………………………………………………………….

Arrival Time: (Please circle one): Morning 9:30am /Afternoon 1pm

Number of Participants:…………………………………………

***(Our current minimum group size is 10 and the maximum group size we can accommodate is 20. A group size of 40 would be possible with two groups of 20 running simultaneously)***

Contact number on the day:……………………………………

Please specify any special requirements for your group – e.g Wheelchair users\*

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Charges**

Price per adult: £25

|  |  |
| --- | --- |
| ***Activity prices are based on a group size of up to 20 adults, with the sessions lasting approximately 2.5 hours in total***  Number of adults:…………………………………….. |  |
| Total cost: |  |

\* **While not all sections of the team building site at Bedgebury are wheelchair accessible, we will make every effort to support all participants. If you need any further help, please contact Saul or Steph for more details on our Team Building email address.**

**Payment**

*Groups will be invoiced through Eventbrite. A full refund is available for bookings cancelled within 4 weeks of the scheduled visit. Cancellations made with less than 4 weeks’ notice will be refunded the full amount less a cancellation fee of £100.*

**Pre-visit Checks**

It is possible to visit the site before hand to carry out your own risk assessment and familiarise yourself with the site and location of facilities if required. Please let us know when you plan to visit so we can arrange parking and if you want us to do the site check with you.

**Covid Regulations**

Even as restriction ease, we are very serious about keeping all staff and participant safe. Please adhere to and support the instructions given by the leader on social distancing and hygiene. Please help the leader by ensuring that all participants move through the public areas and use the toilets quickly and efficiently.

Your group is required to report to us or the FE if any member of the party tests positive to Covid 19 within 48 hours of their visit.

**leader responsibilities:**

* The group leader is responsible for the behaviour and overall wellbeing of the group, which will include the covid regulations of the site.
* The group leader is responsible for collecting and holding emergency contact details and medical information for all participants.
* The group leader **must inform** the lead KHWP staff member of any special medical or other needs preferably before the session.
* The group leader and participants are responsible for any medication needed by members of the group (e.g. inhalers) and their use.
* The group leader is responsible for making all participants aware of the need for appropriate clothing for the visit. More details on this are available in the Welcome Pack.
* The group leader is responsible for organising the group’s transport and associated risk assessments for the journey to and from the site.
* All KHWP staff are First Aid trained, and First Aid kits will be accessible on all activities. KHWP is happy for the group leader to be the nominated first aider for the group but please read the First Aid procedure in the Welcome Pack.

All groups participating in activities with KHWP are covered under Kent County Council’s Public Liability Insurance policy. Groups will need their own insurance for getting to and from the site.

**KHWP responsibilities:**

* The KHWP leader will provide all the equipment and resources for the required activities, reserving the right to alter arrangements to ensure safety.
* The KHWP leader will carry out the risk assessment(s) for the activities and review them regularly.
* The KHWP leader will have a First Aid kit and phone with them at all times.

**Other Information**

⃝ Please tick if you would like a copy of our risk assessment(s) to be sent out with your confirmation

⃝ Please tick if we may take photos of your group for records and publicity

I have read and understood the notes above and will ensure that my group complies with the conditions.

Signed …………………………………………………………… Print Name …………………………………………………………..

Position ……………………………………………………………..…….… Date …………………………………………….…………..

**Please e-mail this form to:** [TeamBuilding@khwp.org.uk](mailto:TeamBuilding@khwp.org.uk)

**Don’t forget to bring the following!**

* **Suitable outdoor clothing, including waterproof coat with hood.**
* **Long trousers and sleeves even in warm weather. This is due to the location and activities.**
* **Sturdy shoes.**
* **A change of clothes is advised, as is somewhere to put dirty shoes.**
* **The wearing of hats, sunscreen and insect repellent is advised in the summer.**
* **Lunch and water. The café is available for purchasing food and drink if required**

**Full details on what to bring with you can be found in the Welcome Pack**