

**Booking Form for Schools and Community Groups**

To make a booking, please complete this form and return it to info@laughtongreenwood.co.uk. Our administrator will confirm your booking, send you the terms and conditions for signing and returning, and send your invoice for payment.

Group and youth bookings are set at £60 per session when hiring independently. This will give you access to the car park, toilets and chosen shelter area.

Please note that you are responsible for ensuring you have the necessary insurance in place and conduct a risk assessment for your own activities as required.

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| **Group Details** |
| **Group Name** |  |
| **Age Range** |  |
| **Contact Details** |
| **Lead Contact Name** |  |
| **Lead Contact Email** |  |
| **Lead Contact Phone** |  |
| **Booking Details** |
| **Dates and Times** |  |
| **Proposed Activity***Please give us some details about the types of activities you would like to do including the number of participants* |  |
| **Areas Required***Access to car parking and toilet facilities is included with all bookings* | □ Carpenter’s Hut (this is the main hut by the car park)□ Keeper’s Shelter (this is the shelter near to the car park)□ Underwood Shelter (this is the shelter deeper into the woods)□ Pond Area\**\*Whilst we do not ‘hire’ the pond area, the pond area is there for habitat development and we do not currently encourage extensive pond dipping. It is helpful for us to know how many groups are accessing the pond for learning experiences so as to avoid too much disturbance.**Please remind people to not throw pieces of wood into the Pond and water areas as these are rich habitats for wildlife.**Please be aware that any activities occurring around the Pond and water areas need to be risk assessed by you and that all children are supervised at all times.* |
| **Additional Resources** | □ Fire kit□ Firewood (£35 per crate)□ Wheelbarrow □ Sessional workers; see below |

If you require specialist support to facilitate your activities and sessions, we can put you in contact with people who may be able to assist you. This will need to be arranged and paid for separately.

**Hayley Coote** is our Ranger and can provide specialist support and guidance for best practice for any woodland management activities, low level risk activities such as coppicing, dead hedging, tool use etc. If you would like to take part in woodland management activities including volunteering sessions. Please let us know and we can put you in contact with Hayley to organise. (Half-day £100, full-day £180 includes planning, preparation and risk assessment)

**Charlie Irving** is our Community Engagement person and is also Forest School trained with extensive experience in outdoor learning and delivery. If you would like support in planning and delivering your sessions, then please let us know and we will put you in touch. (Half-day £100, full-day £180 includes planning, preparation and risk assessment)