



# EDUCATIONAL SCHOOL VISIT BOOKING FORM



DATE OF VISIT: \_\_\_\_/\_\_\_\_/2017

ARRIVING: \_\_\_\_\_ DEPARTING: \_\_\_\_\_

How will you be arriving? Coach: \_\_\_\_\_ Cars: \_\_\_\_\_ Please state number.

SCHOOL \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

## GROUP PRICES 2017

	Child age 2-13	Additional Adult	Child age 2-13	Additional Adult
	Paid at least 2 weeks in advance * Allow 1 week for invoice to be issued!		Prebooked at least 1 week in advance and pay on the day.	
Rate for 20 or more paying people.	<b>£5.25</b> (£4.38 + 20% VAT)	<b>£6.50</b> (£5.42 + 20% VAT)	<b>£5.75</b> (£4.79 + 20% VAT)	<b>£7.50</b> (£6.25 + 20% VAT)

We are aware that the cost of transport to the zoo is increasing and that often the charge for a bus is much more than the actual zoo admission fee, however we are unable to lower our prices any further to compensate for this.

## GROUP NUMBERS

Number of children \_\_\_\_\_ Age of children \_\_\_\_\_ Total number of adults \_\_\_\_\_  
(Age 2-13 inc.) (including free adult tickets)

\* See overleaf for Terms and Conditions

**PAYMENT** - Please tell us how you would like to pay. \* See overleaf for Terms and Conditions

Pre-pay 2 weeks in advance: \_\_\_\_\_ Pay on day: \_\_\_\_\_

Payment can be taken by bank transfer, school cheque, debit card or cash in one lump sum.

Pre-payment - you will be invoiced for the number of people entered on this booking form.

*Invoices can take up to 1 week to be processed, so ensure you send your form in plenty of time!*

## KEEPER TALKS - must be requested at time of booking.

Interactive, hands-on animal encounter (No extra charge) Yes / No

*There is a £50 charge if you book this talk but do not attend.*

Additional talk or encounter (Charged at £50 each) Please specify. \_\_\_\_\_

Subject to availability.

What will be the topic of study on the day of your visit? \_\_\_\_\_

## VIP CLASS VISIT - A DEDICATED KEEPER FROM START TO FINISH - AGE 11+ ONLY

Would you like to book a dedicated keeper for your group visit? Yes / No

Charged at £90, must be pre-booked and pre-paid, non-refundable.

## GIFT SHOP & GOODY BAGS

Will your children will be bringing pocket money to use in the gift shop? Yes / No £ \_\_\_\_\_

Pre-booked goody bags, please state number required. (Price includes VAT) £3.50 \_\_\_\_\_

**Your booking is not confirmed until you have received a confirmation pack from us.**

**By signing this form you agree to the Terms and Conditions of booking as stated overleaf.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to:** Linton Zoo, Hadstock Road, Linton, Cambridgeshire, CB21 4NT

Tel: 01223 891308, Email: lintonzoo@hotmail.co.uk

Please send an email alert to let us know you have posted your booking form.

# INFORMATION, TERMS & CONDITIONS



Please read through this page carefully, failure to do so may result in you missing out on vital information regarding your booking.

## GROUP NUMBERS

Children classed as age 2 to 13. Age 14 and above will be charged at the adult rate. You know your children best, so it is up to you to decide the how many adults you need to adequately supervise your children. We will give you 1 free supervising adult ticket (age 18+) for every 10 paying children.

## PRE-PAYING GROUPS

**Payment must reach us 2 weeks before your visit in one lump sum.** An invoice will be sent to you on receipt of your booking form, allow up to 1 week for an invoice to be issued and send payment in plenty of time to ensure payment is received on time. Any additions to the initial payment will be charged the 'on the day' rate. Payments accepted school or bank transfer, business cheque, debit card or cash. Payment by credit card incurs a 5% charge.

Refunds can be claimed following your visit should your full party not attend, a £10 administration charge will be applied. A £25 cancellation fee will be applied should your group cancel your visit.

## PAYING ON THE DAY GROUPS

Your booking form must be received at least 1 week in advance of your visit. On arrival a member of your group must go straight to the gatehouse to agree final numbers and make payment, which must be in one lump sum. Payments accepted school or business cheque, debit card or cash. Payment by credit card incurs a 5% charge. We cannot refund on pre-written cheques if incorrect.

## KEEPER TALKS - see information sheet for details of what we can offer.

All talks and activities must be pre-booked to ensure we have adequate staffing levels on the day of your visit. There must be at least 20 people from your group attending a booked talk, if you are unsure of numbers or know that you no longer require the talk please let the gatehouse attendant know as soon as you arrive at the zoo. You will not be refunded if you do not attend a booked talk.

## HANDS-ON ACTIVITIES

Whereas no problem has ever arisen from handling animals or animal derivatives from Linton Zoo, Health and Safety law requires that children are supervised while washing their hands after every session with the animals or any animal derivative. It is the responsibility of your group to ensure that everyone's hands are thoroughly cleansed and you must provide anti-bacterial wipes, gel or similar for this purpose, otherwise visitors will not be allowed to touch any of the animals. Anti-bacterial soap is provided in the toilet block and reptile house.

## VIP CLASS VISIT - DEDICATED KEEPER FROM START TO FINISH (subject to availability)

Available for secondary schools only (age 11+) we can provide your group with a dedicated member of staff to guide you around the zoo for just £90. This must be pre-booked and paid for at least 2 weeks in advance. This is strictly non-refundable should you decide to cancel.

## GIFT SHOP

It is useful for us to know if your group is planning to visit the gift shop, to ensure we can provide adequate staffing levels to deal with the additional sales. If we know how much your children have to spend we can offer mini-deals to your group so they get more for their money!

## GOODY BAGS (subject to availability)

Goody bags must be pre-booked and contents may vary from pictures displayed. Prices includes VAT and cheques should be made payable to 'Linton Zoo Coffee Shop'.

## SAFETY RULES - as detailed on information sheet

Our short list of safety rules must be adhered to by all in your group throughout your visit. They are designed to keep you, your children, our staff and of course our animals happy and safe. Failure to follow these rules may result in you being asked to leave the site.