



EDUCATIONAL SCHOOL VISIT BOOKING FORM



FOR TERM TIME ONLY VISITS, NOT AVAILABLE DURING SCHOOL HOLIDAYS.

DATE OF VISIT: ____/____/2020

ARRIVAL TIME: _____ DEPARTURE TIME: _____

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

SCHOOL _____

SCHOOL ADDRESS _____

CONTACT NAME _____ TELEPHONE _____

CONTACT EMAIL _____

INVOICE EMAIL _____

Please specify above where you would like your invoice emailed.

GROUP PRICES 2020

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

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: _____ Invoiced after visit: _____

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!

Pay on day - payment must be made on the day in one lump sum by cheque, cash or card.

Invoiced after visit - we can email you for the number of visitors on the day, £10 admin charge.

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? _____

GIFT SHOP & GOODY BAGS

Will your children 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

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.

Group numbers on your booking form will be used to issue an invoice, any amendments you require to the initial invoice will be charged at £5 per change. 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.

Refunds for over payment 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 once your initial booking confirmation has been sent.

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. We cannot refund on pre-written cheques if incorrect.

If you wish to be invoiced following your visit there is a £10 administration charge, payment must then be made within 30 days of the invoice date.

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.

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.