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| **Date of Enquiry:**  Click here to enter a date. | **Proposed Date of Visit:** Click here to enter a date. |
| **Additional Dates (For Multiple Visits):**  | Click here to enter a date. | Click here to enter a date. |
| **Name of School/Group:** Click here to enter text. |
| **Address:** Click here to enter text. | **Post Code:** Click here to enter text. |
| **Telephone Number:** Click here to enter text. | **Email:** Click here to enter text. |
| **Name of Leader:** Click here to enter text. | **Number of Children:** Click here to enter text. |
| **Year Group & Age:** Click here to enter text. | **Number of Adults:** Click here to enter text. |
| **Arrival Time:** Click here to enter text. | **Departure Time:** Click here to enter text. | **Coach Parking required?** Y [ ]  N [ ]  |
| **Self-led Activity:** Choose an item. |
| **If Other please specify:**  Click here to enter text. |
| **Do any of the children have any special requirements that we need to be aware of:** Y [ ]  N [ ]   |
| **If yes, please provide details to assist in planning your visit**: Click here to enter text. |
| **1 April to 30 September the Visitor Centre is open 10am - 4:30pm on weekdays**. If your visit falls during opening hours and you would like to visit the Centre please state in the next section to ensure that enough stock is in place. |
| **1 October to 31 March the Visitor Centre is open on weekends ONLY between 10am - 4pm.** If you would like to visit the Visitor Centre and/or purchase items from the shop this MUST be agreed in advance to ensure that enough stock/staffing is in place. ***Please note that in cases of bad/cold weather the centre will ONLY be available for lunch breaks.*** |
| **Is a shop visit required?** Yes [ ] No [ ]  |  |
| **If yes, Do you wish to purchase anything from the shop, i.e. stationary, ice lollies, hot chocolate?\*** Yes [ ] No [ ]  | **If yes please state product and exact number required:** Click here to enter text. |  |
| **Equipment Hire*** The school/group is responsible for providing clipboards, pencils and any drawing paper required.
* Equipment for pond dipping, mini-beast hunting, den building and orienteering is available for a small charge. Please ask when booking if you would like to hire any equipment.
* Equipment will be left in the disabled toilet if Visitor Centre is shut. You will need to collect the **disabled toilet key** prior to the visit.

The charge for equipment hire is £25 per set. This is payable in advance or on the day during office hours, by cash or cheque. **Cheques should be made payable to Colchester Borough Council**  |
| **Name of person responsible for equipment:** Click here to enter text. | **Telephone Number:** Click here to enter text. |
| **Equipment Hired:** | **Disabled Toilet Key Required?:** Y[ ]  N [ ]  |
| **Pond Dipping (£25)** |  Click here to enter text. |
| **Minibeast Hunt (£25)** |  Click here to enter text. |
| **Den Building (£25)** |  Click here to enter text. |
| **Orienteering (£25)** |  Click here to enter text. |
| **TOTAL TO PAY:** | £ Click here to enter text. |

**For any further enquiries or questions please contact:**

Kelly Betts, Visitor Centre Officer

High Woods Country Park, Visitor Centre, Turner Road, Colchester, CO4 5JR

Telephone 01206 853588, 01206 282965

Email: kelly.betts@colchester.gov.uk Web [www.colchester.gov.uk/countrypark](http://www.colchester.gov.uk/countrypark)