|  |  |
| --- | --- |
| COLCHESTER BOROUGH COUNCILFOREST SCHOOL SPECIAL EVENTS BOOKING |  |

Application for a park, sports ground or public open space site upon which to run Forest School Activities.

This form must be completed personally by the applicant and returned to the address given below prior to any application being considered. The receipt of an application by the Council does not constitute a booking and organisers should not commit themselves to any expenditure until written confirmation has been obtained.

Annual or biannual events will normally be given priority but the Council cannot guarantee the provision of a site to any particular event or organising body based on previous use alone.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Organisation | | | | Click here to enter text. | | | | | | |
| 2. Venue requested:  State name of CBC Countryside site to be used. Include details of area to be used as agreed with CBC Countryside Team | | | | Click here to enter text. | | | | | | |
| Dates of Forest School Sessions | | | | Start Date | | | | Click here to enter a date. | | |
|  | | | | End Date | | | | Click here to enter a date. | | |
|  | | | | Total Number of Sessions | | | | Click here to enter text. | | |
| Times of Forest School Sessions | | | | Day and Start Time | | | | Click here to enter text. | | |
|  | | | | End Time | | | | Click here to enter text. | | |
| Primary Contact Details | | | | | | | | | | |
| Name: | | | | Click here to enter text. | | | | | | |
| Address: | | | | Click here to enter text. | | | | | | |
| Tel: | Click here to enter text. | | | | | email | Click here to enter text. | | | |
| Details of Qualified Level 3 Forest School Leader (if different from above | | | | | | | | | | |
| Name: | | | | Click here to enter text. | | | | | | |
| Address: | | | | Click here to enter text. | | | | | | |
| Tel: | | Click here to enter text. | | | | email | Click here to enter text. | | | |
| Approximate number of participants | | | | | | | | Click here to enter text. | | |
| Do you require car-parking facilities? | | | | | | | | | | |
| For your staff | | | Yes | | No | For FS participants | | | Yes | No |
| Value of Public Liability insurance (this must be at least £5 million) A copy of the PLI Certificate will be required by the Borough Council | | | | | | | | | | |
| Value | | | | Click here to enter text. | | | | | | |
| Company | | | | Click here to enter text. | | | | | | |
| Policy No | | | | Click here to enter text. | | | | | | |
| Cover must be for the full period of occupation of the site including the time taken to prepare for the event and to dismantle afterwards | | | | | | | | | | |
| Date received by C.B.C. (for office use only) | | | | | | Click here to enter a date. | | | | |
| Payment/Charges  • £210 per academic year for schools/organisations using a site for a full academic year.  • £74 per term for schools/organisations using a site for a term.  • £54 per term for pre-school groups using a site for a term.  • £5.20 per hour for a one-off day event | | | | | | | | | | |
| **TOTAL COST:** | | | | Click here to enter text. | | | | | | |
| Please indicate if you will pay | | | | by cash on the day | | | |  | | |
|  | | | | by cheque on the day | | | |  | | |
|  | | | | would prefer the invoice to be forwarded for payment | | | |  | | |
| Cheques should be made payable to Colchester Borough Council | | | | | | | | | | |
| The Forest School Organiser must sign here to show their full acceptance of all of the conditions contained within the accompanying Forest School agreement. | | | | | | | | | | |
| Name | | | Click here to enter text. | | | Date | | | Click here to enter a date. | |
| Signature | | | | | | | | | | |
| Application confirmed | | | Click here to enter a date. | | |  | | | | |

Please return as soon as possible to:

Kelly Sharp

Visitor Centre Officer

High Woods Country Park

Turner Road

Colchester

CO4 5JR

Or at

Kelly.sharp@colchester.gov.uk