**How to Book:**

**Education Booking Form**

Please complete and return the booking form to [education@vauxhallcityfarm.org](mailto:education@vauxhallcityfarm.org)

**Please Note:**

Your final requirements and full payment must be received no later than 14 days before your event.

Cancellations received in writing less than 14 days prior to your event will be charged at 75% of the full booking cost.

**Outside food is not permitted onsite**, if you require a lunch space at an additional cost, please specify below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact & Organisation Information:** | | | | |
| **Contact Name:** |  | **Job Title:** | |  |
| **School/Organisation name and address :**  *(including London Borough & postcode*)**:** |  | | | |
| **Contact Telephone No:** |  | | | |
| **Email address for finance/billing:** |  | | | |
| **Contact Email Address:** |  | | | |
| **Organisation Status** *(tick if appropriate)***:** | School – please provide your school’s URN:  Registered Charity – please provide your Register Charity No: | | | |
| **Basic information:** | Self-Guided Tour | | Workshop | |
|  | Room Hire | | Other Group Visit | |
|  | Catering | | Other | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Booking Details:** | | | |
| **Date(s) required:** |  | **Activity Booked:** |  |
| **Time:** |  | **Number of Attendees:** |  |
| **Age range:** |  |  |  |
| **Workshops - Are there any specific themes you’d like us to include?** |  | | |
| **Does your group have any additional needs we should be aware of?** |  | | |
| **How did you hear about the farm?** |  | | |

**Data capture**

The information you provide enables us to evidence the impact of our work to funders who heavily subsidise our education programmes, allowing us to work with groups such as yours. All information provided will be kept in line with the Data Protection Act (2018).

Please state the **number of children** in your group for each of the following categories:

|  |  |  |
| --- | --- | --- |
| **Ethnicity** | | **Number** |
| White  *(Including British, English, Welsh, Scottish, Northern Irish, Irish, Gypsy or Irish Traveller, any other White background)* | |  |
| Mixed/multiple ethnic groups  *(Including White and Black Caribbean, White and Black African, White and Asian, any other mixed/ multiple ethnic background)* | |  |
| Asian / Asian British  *(Including Indian, Pakistani, Bangladeshi, Chinese, any other Asian background)* | |  |
| Black / African / Caribbean / Black British  *(African, Caribbean, any other Black / African / Caribbean background)* | |  |
| Other ethnic group  *(Including Arab, any other ethnic group)* | |  |
| **Special Educational Needs and disability** | **Number** | **Gender** |
| Specific Learning Difficulty |  |  |
| Moderate Learning Difficulty |  |  |
| Severe Learning Difficulty |  |  |
| Profound & Multiple Learning Difficulty |  |  |
| Social, Emotional and Mental Health |  |  |
| Speech, Language and Communication |  |  |
| Hearing Impairment |  |  |
| Visual Impairment |  |  |
| Multi- Sensory Impairment |  |  |
| Physical Disability |  |  |
| Autistic Spectrum Disorder |  |  |
| Other Difficulty/Disability |  |  |

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| **INVOICE DETAILS TO BE COMPLETED BY THE OFFICE** | | | | | |
| **Date requested: you said a couple of days beforehand as was a late booking – only confirmed last week.** | | | | **Requested by:** | |
| **Description** | | **Category**  **Dept Programme** | | **VAT**  **(+ or n/a)** | **Amount**  **£** |
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| **PAYMENT TERMS** |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |