

# Workshop Bookings Form - September 2020 to July 2021

Year	Class	No. of Pupils	Workshop Title	1st Preferred date	2nd Preferred date	3rd Preferred date	Please provide details of any children in the class with special requirements (mobility/visual/auditory)	Further information in support of workshop application (links with curriculum etc)	Lunch time provision Yes/No
									Yes
									No
									No
									No
									No
									No
									No
									No
									No

We have read and agreed to the terms and conditions

Contact Name (Print) \_\_\_\_\_

School Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

(Please email or post the completed sheet to the address below)

School Address \_\_\_\_\_



## Terms and Conditions of workshop bookings:

All workshop applications for the whole school should be sent in together on the sheet provided. One member of staff from each school will then be the contact for MNH should any questions or changes arise.

- This application regrettably cannot be regarded as confirmation of booking, until the application form is completed and a permit number issued.
- It is expected that classes will be available to visit on the 1st, 2nd and 3rd choice of date, stated by the teacher within the application.
- If a cancellation is made by a school at very short notice without good reason, (three weeks before a workshop is due to commence) a cancellation fee will be charged to the canceling school. A minimum charge of £80.00 for each cancelled workshop will be invoiced to the school following cancellation.
- It is the responsibility of the visiting school to conduct risk assessments for visiting classes in good time, before a visit is due to take place. Please ensure that access to Manx National Heritage sites is suitable for all the children in your class before you book your educational workshop (with particular reference to those with special visiting requirements).
- Entry can only be given on the date and time shown on the permit. Failure to check into the ticket desk on time (ten minutes prior to entry) could result in your school not being granted permission.
- The school group must all enter the heritage site at the same time. No split admission will be permitted.
- The teacher/pupil ratio must be in accordance with the current Department of Education and Children Guidelines.
- The adult/teacher in charge of a group must control each group to the satisfaction of Manx National Heritage Site Attendants in charge of the site. Please remember that if the Senior Site Attendant has concerns on the safety of children and additional visiting groups due to conduct of visiting classes, the attendant has the authority to terminate the visit. If this occurs during the scheduled visit the group must then leave the premises.
- Manx National Heritage reserves the right to withdraw the permit if circumstances are necessary.
- Manx National Heritage operates a 'no smoking' policy at all heritage sites.
- Groups bringing packed lunches or snacks to certain sites must remove their litter before departing.
- Manx National Heritage will do all in their power to allocate the daytime slot reservations. Manx National Heritage do, however, reserve the right to make changes as and when required.

**Please read these terms and conditions carefully and sign the Workshop Bookings form.**

