



How to book your party.

Booking your Kid's Activity Party with Green School is really easy, and the information contained within the following pages will enable you to do this successfully. You will need to start by printing out a copy of this document, then read everything through carefully before filling in the required pages.

Please start by reading through our Guidance Notes, and give us a call on 07759 497 101 to make a provisional booking for your preferred date. Then, fill in the Booking Form contained in the following pages. Please post it to us at the address below along with notification of payment for your activity. **Your booking can only be confirmed once payment is received.** We will provide a PDF receipt sent via email for your records once your payment is received. Our preferred method of payment is by **on line transfer / BACS**. Alternatively, we can accept payment cheque. For security reasons: please contact us on 07759 497101 for our bank details in order to make your payment.

You will need to keep a copy of this document including our Notes & Guidelines for your records, for instance: should you need to make a cancellation and claim a refund on your activity/party fee. By making a payment you are agreeing to our Notes & Guidelines and this document forms the basis of the contract between you, the client; and us Green School.

Unless you specifically request a written confirmation by post, we will confirm all party details with you by email. It is therefore important that you provide us with a valid contact email address. Space is provided for this on the Booking Form.

We will send out meeting instructions, wherever possible, at least 14 days before your party date: **providing we have received full payment of your party.**

Green School reserves the right: under exceptional circumstances, to cancel any party for whatever reason and either refund all monies paid without further liability, or re-arrange the party to another day: whichever would be preferable to you.

If you need to cancel your Provisional Booking, we would be very grateful if you could contact us on 07759 497 101 and let us know. Thanks.

Please address all correspondence to: Green School, 80 Ellesmere Road, Berkhamsted, Herts, HP4 2ET.

If you have any queries about How to Book please contact us by phone, or email, as follows:
Tel: 07759 497101 rod@green-school.co.uk



Notes and Guidelines for Organisers of Children's Activity Parties.

Everything you need to know for organizing your event.

Times Available:

- Weekdays after school - 4pm till last light (BST only)
- Saturdays: Mornings from 10am; Afternoons: 1.00pm & 3.00pm (3.00pm BST only)
- Sundays: 1.00pm & 3.00pm (3.00pm BST only)

If you would like an activity session during a school holiday or half-term please email us: rod@green-school.co.uk. We will do our very best to meet your requirements.

The Party Organiser(s)/Host(s):

This is defined as the person(s) making the booking with Green School and who is responsible for inviting the guests: **i.e. it is NOT Green School staff.**

Costs: (inclusive of all materials & charges)

£160 for a 1 hour activity, or £230 for a 1½ hour activity etc, (does not include the cost of Café food or Forestry Commission Barbeque if required). If you would like a longer activity i.e. more than 1½ hours, we would be happy to arrange this, please contact us on 07759 497 101 to discuss your requirements.

Numbers & Age Range:

- 3 to 14 years
- Group size: 5 (minimum) to 20 children (In exceptional circumstances we will consider accommodating groups of up to 30: only by prior arrangement. There is an additional charge of £8 per child per hour.)
- **There must be 1 adult present for every 5 children (excluding Green School staff), except for Knife safety: ratio of 1 adult to 2 children.**

Weather:

Activity parties go ahead unless the weather is deemed unsafe: e.g. storms, lightning, icy conditions, torrential rain. Children must be dressed appropriately for the weather.

Recommended Clothing:

The Party Organisers should inform all parents of children attending the party that appropriate clothing and footwear for activities in the woods are essential. Green School recommends:-

- Sturdy boots, wellies or old trainers: **NOT sandals**
- Tough clothing that you won't mind getting a bit dirty - especially for shelter building!
- A waterproof jacket or anorak if rain is at all likely
- Warm clothes and a warm hat & gloves
- If your kids help you in the garden and they have their own gardening gloves these are really great to wear when shelter building too!

Please Note: Children may be prevented from taking part in Activities if Green School staff consider them to be inappropriately dressed for the weather/conditions.

Parking Charges:

The Forestry Commission parking charges apply to all cars parked on-site for the duration of the activity session. There is no charge for parents just "dropping off" and collecting children at the party.



Notes and Guidelines for Organisers - Continued

Behaviour:

Green School want your party to be an enjoyable experience for everyone. It is the responsibility of **you** as the Activity Organiser to ensure the good behaviour of all attending. Unruly and out of control behaviour may lead to the cancellation of the activity with Green School, or the removal of the individual(s) from the activity. In such cases a refund will not be given. Green School will not be held liable or responsible for the actions of the individual. We ask politely that you be on-time for your activity, we are not able to wait or extend the time of your activity session to cover late arrivals. We are fully booked most days, and have to be fair to both our staff and those clients who have the activity session following yours.

Medical Needs:

Party Organisers should be aware of any special medical needs of children attending the party (e.g. asthma inhalers, epipens etc); and that you - the Party Organiser - are able to cater adequately for those needs. Green School staff carry a basic 1st Aid kit on all activities. We would also suggest that if children have cuts and grazes on exposed skin, to have them covered before children come to the party.

Cancellations & Variations to Activity Programme:

Should a party have to be cancelled by Green School, it will be re-arranged for another day or a refund given. Green School reserves the right to alter a planned programme or cancel a party for unforeseen circumstances such as staff illness, extreme weather conditions, unreasonable behaviour by the client (includes very late arrival by client), or the client's failure to pay for their activity in time. In such instances any deposit paid by the client will be forfeit, without further recourse to, or liability upon Green School.

Cancellation by Party Organiser:

If a Party Organiser has to cancel a confirmed booking we will re-arrange the date with you. A refund (less £35 administration fee) will only be given if the party cannot be re-arranged and where cancellation is made 1 month before the party.

Insurance & Bonafides.

Green School is insured as Outdoor Activity Instructors and have professional indemnity insurance cover suitable for all our activities. All staff have current CRB check and 1st Aid certificates. We are current members of the Institute of Outdoor Learning.

Liability.

Green School activities take place in the outdoors, which by its nature is not free from hazard. Whilst all reasonable precautions are taken to minimize the risk, the client accepts that accidents including serious injury and death can occur without Green School being at fault and to that extent clients participate at their own risk. The client also recognises that Green School is not responsible for loss or damage to any or the client's personal property, including: vehicles, money, clothing or equipment. Green School accepts no responsibility for any mishap during a course from any instruction or information not given by Green School appointed instructors or assistants. Green School also takes no responsibility for any mishaps occurring as a result of the client's failure to follow instructions. Green School will only accept liability for physical injury to a client that is shown to result from negligence on the part of Green School.

Complaints.

In the unlikely event that a client has cause for complaint about a Green School course or party, the complaint should be made to a representative of Green School during the event in order that corrective action can be taken if necessary. The client acknowledges that if it is unreasonable not to raise an issue during a course or party, but to complain later. Any complaint must be made immediately. Green School will not accept a complaint after the end of a course or party. However, should the issue not be resolved satisfactorily, a complaint should be made in writing within 28 days, or this complaint will not be upheld.

All of the terms listed above are at the discretion of Green School. Green School reserves the right to make changes to any of these terms and conditions at any time.



Activity Party Booking Form

Please use this form if you are booking a **Childrens Adventure Party** only , **NOT** an **Activity Day or Course**. Please ensure that you have read through our Notes & Guidelines before signing this form. Please complete this form in **Block Capitals** and return it to the address below along with your payment. Please make cheques payable to **Green School**. Thanks.

Green School, 80 Ellesmere Road , Berkhamsted, Herts, HP4 2ET

Contact Name:

Birthday Boy/Girl Name(s): Age(s):

Address: Postcode:

Home Tel: Mobile:

Email: Preferred Party Date & Time:

Your Chosen Activity:

Number of Children Maximum of 20 (I Adult to 5 children)

Age Ranges: of children

I have made payment to you via online transfer

I have read and understand the Terms & Conditions:

I enclose a cheque for the Full amount of the Activity Cost (e.g. £230 if 1½ hours required)

Please let us know any changes to the above information as soon as possible. The payment must be received 4 weeks before the party date.

All correspondence from Green School will be via email. Please tick the box if you would prefer "snail mail".

I DO NOT wish Green School to contact me in the future

How did you hear about Green School?

Declaration: I, the above named, agree that I have read and accepted the Activity Guidelines. I also recognise and agree that as with any outdoor activity, courses and events offered by Green School contain an element of personal risk, and however unlikely, the risk can become a reality. Payment indicates an acceptance of Green School's Activity Guidelines.

Signed: Date:

For Office Use: Ref No: Payment Received: Notes:
Deposit Received: Details Sent:

“Always watch where you are going. Otherwise, you may step on a piece of the Forest that was left out by mistake.”
Winnie the Pooh



Bushcraft Party Invitation

Name:

is invited to my Bushcraft Adventure Party

Date:

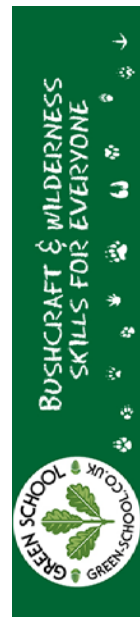
Time:

Place:

Please come dressed for the outdoors, as we are going to do the following activities: -

Please let me know if you are coming by calling me on this number

From:



Bushcraft Party Invitation

Name:

is invited to my Bushcraft Adventure Party

Date:

Time:

Place:

Please come dressed for the outdoors, as we are going to do the following activities: -

Please let me know if you are coming by calling me on this number

From:

