



POWDERHAM CASTLE

VICTORIAN LEARNING PROGRAMME BOOKING FORM & CONDITIONS

Please read the Educational Visits Handbook carefully before completing
and returning the booking form

VICTORIAN LEARNING PROGRAMME

Date of Visit: _____

Contact: _____

Name of School: _____

Address: _____

_____ Postcode: _____

Tel: _____ Email: _____

Teacher in charge on visit: _____

Year Group (eg Key Stage 1) _____

If your group has any special needs please specify: _____

Would you like a complimentary familiarisation visit? YES/NO

Number of Students: @ £5.00 =

Supervisory Adults: Free* =

Extra Adults: @ £5.00 =

Total Number: TOTAL £ _____

**We allow 1 free adult with every 5 students*

I have read and accept the terms laid out by Powderham Castle

Signed _____ Print Name _____

Date _____

Please copy this booking form and return to:

Bookings Department, Estate Office, Powderham Castle, Kenton, Exeter EX6 8JQ

TERMS & CONDITIONS

A teacher or leader in charge of the group from the educational establishment must complete and sign the form. We cannot accept forms completed by coach or tour operators, guides or other third parties offering their service.

Free Familiarisation Visits

You are welcome to make a preliminary familiarisation visit with a view to returning at a future date with an educational group. Simply contact our Bookings Department on 01626 890243 to arrange a suitable date to be shown the facilities and resources available.

Payment

Payment must be made in advance or on the day of your visit. Cheques should be made payable to 'Powderham Castle'. In the event of incorrect or late payment an invoice will be issued and is subject to an administration fee of £15.

Cancellation

Cancellation within 21 days of your booked visit will incur a charge of £40.

Number of Participants

If on the day of your visit you have less participants than originally booked, you will still need to pay for those not able to attend.

If on the day of your visit you have more than the anticipated number of participants, we will try to accommodate them, if possible. All extra students/adults must be paid for.

Time Keeping

It is extremely important that your group arrives on time for the sake of other visitors and staff. If you are unavoidably delayed, please telephone 01626 890243 to notify a member of staff. Unfortunately your sessions may be cut short as a result.

BOOKING TERMS & CONDITIONS CONT...

Safety

The teacher in charge of the visit must take responsibility for the safety of their group; adults must supervise children at all times. We require you to have at least one adult to every 5 children. Whilst every effort has been made to protect visitors from unsuspected hazards, Powderham Castle is a historic property and cannot be made as safe as a modern building. Admission to the Castle and grounds is at your own risk.

Risk Assessments

Please remember you are responsible for doing your own risk assessment. If you make a preliminary visit our staff will advise you of any important points to look out for but cannot be responsible for completing, checking or signing any sections of the risk assessment form. We do provide a risk assessment which acts as a guide only.

Personal Property

Please look after your personal items, as Powderham Castle cannot be held responsible for the loss of any valuables.

We reserve the right to change or adapt the learning programme as we see fit without prior notice if necessary.