

# Team Building at Bedgebury Pinetum Kent High Weald Partnership Booking Form



Activities and/or learning objectives for the visit -

Team Tactics  
Tree Tracker Challenge  
Den building

Bespoke visit -

## Group details

Name of Group:

Name of Leader:

Address:

Email:

Tel:

**Visit Details** (please phone KHWP on 01580 212972 to confirm availability)

Date of visit:

Arrival time:

Departure time:

Number of children:

No of staff / helpers:

Phone number on the day:

Lunch room needed?    Yes                  No

Please indicate any special requirements for your group – e.g. wheelchair users

## Other Information

- please tick if you would like a copy of our risk assessment(s) to be sent out with your confirmation
- please tick if we may take photos of your group for records and publicity

**Kent High Weald Partnership, Conservation Centre, Bedgebury Pinetum,  
Goudhurst, Kent TN17 2SJ**

**Tel: 01580 212972 or email: [TeamBuilding@khwp.org.uk](mailto:TeamBuilding@khwp.org.uk)**

KHWP is a non-profit organisation operating under the auspices of KCC.

in partnership with



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Education establishments please indicate the number of pupils in each year group:

Pre- School	YR	Y1	Y2	Y3	Y4
Y5	Y6	Y7	Y8	Y9	Y10
Y11	A/BTEC	HE	Other		

Number of accompanying adults:

(Please ensure you comply with the adult-student recommended ratio of 1 adult for every 7 pupils)

Group Type:	School	Community	College	Other
School Type:	LEA	Independent	Special	Other

<p><u>Charges</u></p> <p>3 Activities - £12 per student, with a minimum charge of £240 per class. 9.30am to 2.30pm.</p> <p>2 Activities - £7.50 per student, with a minimum charge of £200 per class. 9.30am to 12.30pm or 12.30pm to 3.30pm.</p> <p>Please enter number of children. For groups of 60 or more please call us to discuss your visit.</p> <p>There is no coach parking charge for a KHWP led session</p> <p style="text-align: right;">Bespoke visit cost</p> <p style="text-align: right;">Voucher Code</p> <p style="text-align: right;">Total Cost</p>	
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### Payment

*Payment in full is required to secure your booking. If the visiting group is a KCC School or Kent Academy, then payment may be made via EduKent – please contact us for details. Payment should otherwise be by cheque made payable to Kent County Council. A full refund is available for bookings cancelled within 4 weeks of the scheduled visit. Cancellations made with less than 4 weeks’ notice will be refunded the full amount less a cancellation fee of £100.*

‡  Pre-visit Check   V

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## Kent High Weald Partnership

### Booking Form



It is advised to visit the site before hand to carry out your own risk assessment and familiarise yourself with the site and location of facilities. Please let us know when you plan to visit.

#### Teacher/ leader responsibilities:

- The group leader is responsible for the behaviour and overall wellbeing of the group.
- The group **MUST** be accompanied by the correct number of adults. Failure to meet the required adult/child ratio will result in cancellation of activities.
- The group leader and helpers are expected to take part in the activities.
- The group leader must have consent from the participants for the planned activities and hold emergency contact details and medical information.
- The group leader must inform the lead KHWP staff member of any special medical or other needs preferably before the session.
- The group leader is responsible for any medication needed by members of the group (e.g. inhalers) and their use.
- The group leader must ensure that all participants (including adults) are dressed correctly for the visit. More details on this are available in the Welcome Pack.
- The group leader is responsible for organising the group's transport and associated risk assessments for the journey to and from the site.
- All KHWP staff are First Aid trained, and will have First Aid kits with them at all times. KHWP is happy for the group leader to be the nominated first aider for the group but please read the First Aid procedure in the Welcome Pack.

All groups participating in activities with KHWP are covered under Kent County Council's Public Liability Insurance policy. Groups will need their own insurance for getting to and from the site.

#### KHWP responsibilities:

- The KHWP leader will provide all the equipment and resources for the required activities, reserving the right to alter arrangements to ensure safety.
- The KHWP leader will carry out the risk assessment(S) for the activities and review them regularly.
- The KHWP leader will have a First Aid kit and phone with them at all times.

I have read and understood the notes above and will ensure that my group complies with the conditions.

Signed ..... Print Name .....

Position ..... Date .....

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**Forestry Commission  
England**

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**Please post this form to:**

Kent High Weald Partnership – Team Building Activities

Conservation Centre,

Bedgebury Pinetum,

Bedgebury Road,

Goudhurst,

Kent

TN17 2SJ

Or e-mail: [TeamBuilding@khwp.org.uk](mailto:TeamBuilding@khwp.org.uk)

**Don't forget to bring the following!**

- ✓ Suitable outdoor clothing, including waterproof coat with hood.
- ✓ Long trousers and sleeves even in warm weather. This is due to the location and activities.
- ✓ Sturdy shoes.
- ✓ A change of clothes is advised, as is somewhere to put dirty shoes.
- ✓ The wearing of hats, sunscreen and insect repellent is advised in the summer.
- ✓ Packed lunch and drink – please let us know if you wish to book a room to have lunch in.

**Full details on what to bring with you can be found in the Welcome Pack**

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