

HARVINGTON HALL SCHOOLS BOOKING FORM

Tel: 01562 777846

Date of visit.....

Name of school.....

Contact name

Contact address

E-mail.....

Telephone number

Number of pupilsand accompanying staff.....

Due to the nature of the site it is essential that there is adequate supervision of children at all times.

Age of pupils.....

Any special needs requirements.....

Arrival time (10.00am for Tudor Activities).....

Departure time (2.30 for Tudor Activities).....

Special requests such as alternative activities (see website for choices),
or particular slant to the tour.....

Do you require the shop to be open?

Would you like to use the Georgian Chapel for Mass or a Eucharistic service?
(The chapel holds 40 maximum, larger groups will need to use St Mary's Church opposite the Hall, any groups who are not bringing their own priest or who wish to use St Mary's, should make arrangements with our Parish Priest on 01562 777319. A small donation to the church would be welcome.)

Time of Mass Name of Priest.....

Fees are payable on the day of the visit (cheques to 'Harvington Hall')
(an administrative charge may be made for late payment)

I have read and accept the conditions of booking.

I have read the Risk Assessment on the Harvington Hall website.

Signed.....

Date.....

***Please note:**

We ask that no photographs or photographic recordings are made during tours or activities

HARVINGTON HALL

Booking Conditions

- The acceptance of these booking conditions shall be considered to be a binding contract to abide by these terms and conditions and to pay the relevant sum charged by the Hall.
- The organiser of the event or visit shall be the person who signs this form of acceptance. He/she will be wholly responsible for the good conduct of the party.
- Harvington Hall is a Scheduled Ancient Monument and a Listed Building, Grade I. Organisers shall indemnify the Hall against loss or damage caused by any person within their group.
- The organiser will be responsible for ensuring that their party leaves the Hall quietly, at the agreed time.
- The organiser shall make members of his / her group aware that there is deep water on the site and that children should be accompanied by adults at all times. The floors and stairs in the Hall are uneven in places and can be difficult to negotiate.
- The Hall operates a strict No-Smoking policy.
- Any changes including cancellation must be notified seven days before the visit, otherwise the full booking fee shall be payable.
- Fees for school or group visit are payable on the day of the visit.
- Fees for hire of the Hall where appropriate shall be payable one week in advance of the event, with a 30% deposit required to accompany the booking form.
- As far as they are able organisers shall see that parking and unloading of coaches takes place outside the church, alongside the churchyard wall. Please ask other guests to park in the walled car park. Coaches should approach the road from the A450 not the A448.
- Unfortunately, amplified music is not permitted in any form and the playing of musical instruments and/or singing outside is subject to prior scrutiny and strict noise levels.
- If an indoor room is used for picnics, schools should leave the area clean and tidy and place litter in the Hall bins.