# **Outdoor Learning Booking Enquiry Form**

If you are a childcare setting located within Camden, and would like to enquire about using a nature site for an educational activity please complete this form in full and send it to natureconservation@camden.gov.uk. We will then contact you to discuss your booking, including any charges that may apply. If this is the first time you are booking a nature site, a site visit will be organised with Camden’s Nature Conservation Officer to provide a key and enable you undertake and submit a Risk Assessment prior to the confirmation of your booking.

We will try to accommodate all enquiries that come in so we may ask you to adjust your booking or to share the space with another group. We thank you in advance for your cooperation.

**Please tell us which nature site you would like to use**

[ ]  Adelaide Local Nature Reserve

[ ]  Westbere Copse Local Nature Reserve – not available on Fridays

[ ]  Baynes Street Canalside Garden

[ ]  Belsize Wood Local Nature Reserve

[ ]  Russell Nurseries

[ ]  Belsize Sensory Garden

[ ]  The Jane Evans Nature Reserve (previously Minster Road) – not available on Fridays

[ ]  St Andrew’s Gardens

**Dates and times**

Please tell us your requested start and finish times and dates for a single session, or for reoccurring sessions for up to a term’s duration:

Start date: Click or tap to enter a date. End date: Click or tap to enter a date.

Start time: Choose a start time Finish time: Choose finish time

Every: [ ]  Week [ ]  Month (If Monthly, then on the: [ ]  First… [ ]  Second… [ ]  Third… [ ]  Fourth…)

[ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday

If booking for a term: [ ]  excluding half term [ ]  including half term

**Type of event**

What type of event / activity are you planning?

Click or tap here to enter text.

How many children and how many adults do you expect to attend?

Click or tap here to enter text.

Would you like to be able to bring travel toilets inside a pop-up tent or any similar temporary toilets?

[ ]  Yes [ ]  No

**Your details**

Name of Organisation/Child Care Setting

Name of Organisation/Child Care Setting

Address

Address

Contact Name

Contact Name

Contact Email

Contact Email

Contact Phone Number

Phone Number

Name of person(s) leading activity on site, if different from above

Name of person(s) leading activity on site, if different from above

Mobile number of person(s) on site, if different from above

Mobile Number of person on site, if different from above

**Supporting documents**

Following is a list of documents you must submit along with this form for your booking to be confirmed:

[ ]  Public Liability Insurance policy details

[ ]  Risk Assessment

Please note that you are responsible for keeping this risk assessment up to date, e.g. if changes occur to a site or activities. You must send your revised Risk Assessment to Camden Council following any changes.

**Declaration**

Please read Camden’s [Code of Conduct](https://www.camden.gov.uk/documents/20142/2205931/outdoor%2Blearning%2Bcode%2Bof%2Bconduct.pdf/3d235270-5a24-aad4-b603-311448c48295) thoroughly before indicating your agreement. The Code of Conduct can be found at [www.camden.gov.uk/wildlife-areas](http://www.camden.gov.uk/wildlife-areas) > Outdoor learning. Failure to abide by the Code of Conduct may result in your booking being cancelled.

[ ]  I have read and agree to abide by Camden’s [Code of Conduct for use of nature sites](https://www.camden.gov.uk/documents/20142/2205931/outdoor%2Blearning%2Bcode%2Bof%2Bconduct.pdf/3d235270-5a24-aad4-b603-311448c48295)

If this is the first time you are booking a nature site, a site visit will be organised with Camden’s Nature Conservation Officer. We will try to hold site meetings at the end or beginning of each term to discuss any boundaries, issues and opportunities.

If you have any concerns or queries during your booking please email natureconservation@camden.org.uk

