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## GROUP BOOKING FORM FOR GROUPS INC. CHILDREN & YOUNG ADULTS

Complete this form if your Group includes anyone under the age of 18

Groups of 10 or more people are required to **pre-book with at least 1 week's notice**. Please return your completed booking form to us using the e-mail or postal address at the bottom of the page. Confirmation of booking will be sent to you and must be presented at the ticket office on the day of your visit. We reserve the right to refuse entry to any groups who have not pre-booked. Admission charges must be paid at the ticket office on the day of your visit.

Day & date of visit:

Arrival time:

Arriving at: [ ] Brookside Gate (Trumpington Road & coach drop-off)

[ ] Station Road Gate (Hills Road)

Group name:

Estimated Departure Time:

Contact name: .....

E-mail address: .....

Postal address: .....

..... Telephone number: .....

Mobile number of group leader on day of visit (if different): .....

What is the purpose of your visit?

### Please tell us about your group:

Number of age 16's and under (children):		<i>Free admission, requires adult supervision (1:10)*</i>
Number of age 17's and over (students):		<i>All adults and children aged over 16 must pay admission.</i>
Number of Supervising Adults:		<i>Check website for details: <a href="http://www.botanic.cam.ac.uk">www.botanic.cam.ac.uk</a></i>
<b>TOTAL NUMBER IN YOUR GROUP:</b>		

All groups with children and young adults are required to provide supervision for the entire duration of the visit. *\*For children up to age 7, this should be at a ratio of 1 adult to 5 children. For children aged 8-16 (inclusive), the ratio is 1 adult to 10 children. Entry to the Garden will be refused without the correct ratios. Where a group is coming as part of an organisation, supervision must be provided by representatives of the organisation. Please keep your group together - unaccompanied children cannot enter the garden.*

I confirm that I have read and understood the above, and the Guidelines for Group Leaders provided with this booking form:

Name ..... Date .....

If you require the use of a wheelchair or mobility scooter for your visit, please contact Enquiries on 01223 336265 (Mon-Fri, 9am-1pm, 2pm-4.30pm), to pre-book.

### Do you plan to visit our café? YES / NO

We recommend that groups pre-book by contacting the café on 01223 763425 or by e-mail at [info@thegardencafecambridge.co.uk](mailto:info@thegardencafecambridge.co.uk)

#### Please return to:

Admin Office, CU Botanic Garden  
1 Brookside, Cambridge CB2 1JE  
E-mail: [admin@botanic.cam.ac.uk](mailto:admin@botanic.cam.ac.uk)  
Telephone: 01223 336265

#### FOR OFFICE USE ONLY

Date received:  
Date confirmation sent:  
Noted on calendar:



Cambridge University  
**Botanic Garden**