



Further Education & Horticulture College visit

To request an education visit please contact the Learning Office to check availability. Then **complete ALL sections below** and email to education@botanic.cam.ac.uk. Please book early to secure your preferred date; no less than **1 week in advance** for Type C visit and at least **4 weeks in advance** for Type A-

Please keep a copy of this form for your records.

*College Name:		
*Address:		
*Postcode:		*Telephone:
*Lead Tutor:	*Name:	
	*Mobile:	
	*Email:	
*Day & Date of visit:	<i>(Day) (DD/MM/YYYY)</i>	
*Time of visit: (Garden opens 10am)	<i>Start:</i>	<i>Finish:</i>
*Number of Students:	16-18 yrs: 18yrs +:	Any special requirements:
*Number of staff: 16-18 yrs – Min ratio 1:10		
Visit Type A/B/C:		
*Course being studied:		
*Purpose of visit:		

Office use: GC: G/L: S/S: S D/B: INV: EdO: R:

NOTES:

It is recommended that Tutors discuss their requirements with the Learning Office before the visit. If you are unfamiliar with the Garden a pre-visit meeting can be arranged with a Learning Officer at a mutually convenient time and is free of charge.

TYPE A – Outdoor assisted visit with a Learning Officer. These take place between the core hours of 10am and 2pm.

~~**TYPE B – Self led visit with use of Garden Room**~~ for up to 72 students between the hours of 10am and 3pm with use of the Garden Room.

TYPE C - Self-led visit without use of Garden Room

Your booking will be confirmed by the Learning Office by email on receipt of this form. If required, an invoice will be issued at the time of booking confirmation and must be paid within 4 weeks of receipt. Please sign the disclaimer below to confirm your booking request.

I have read and understood the information above. I agree to abide by the Garden’s Guidance Notes for Educational visits. I agree to pass the information in the Guidance Notes & Rules of Admission to the group.

Signed: (Lead Tutor) Date: