



GROUP BOOKING FORM

This form **must** be completed fully, signed, and returned to us with the deposit (see overleaf), so you can take advantage of the group discount. Please read this form carefully, especially the conditions overleaf. When we confirm your booking we will return a copy of this completed form with your confirmation letter

Booking Reference :

Organisation Details			
Contact/Group Leader's Name			
Name of Organisation			
Address			
Post Code			
Telephone Number (daytime) / Email			
Visit Details			
Date of Visit			
Arrival Time			
Expected Departure Time			
Number of coaches			
Numbers			
♦ The admission charges shown below are given to parties of 10 or more people. Prices include VAT			
	Admission Prices	Numbers	Cost
Adults	@ £5.35		
Children (5 - 16 years)	@ £4.45		
Concessions (senior citizens, registered disabled, unemployed. Proof may be required)	@ £4.45		
Hands-on Workshop – (Must be booked in advance)	@ £40.00		
Introductory Talk/Guided Tour	@ £40.00		
Childrens Meal (Beverages sold separately)	@ £3.50		
Tea and Scone/Danish	@ £3.00		
Additional Trail work booklets	@ £0.50		
Sleepover visit (Minimum of 20 people, maximum of 50)	@£30.00		
TOTAL			

Additional Information

Do any of your group have disabilities? If yes please advise so we can be prepared to meet any special needs.				
Choice of childrens meal	<input type="checkbox"/>	Chicken Nuggests & Chips	<input type="checkbox"/>	Sausage & Chips
	<input type="checkbox"/>	Cheese & Tomato Pizza & Chips		
Do you require separate lunch facilities in the Education Centre? Circle time required	11.30 - 11.55	12.00 - 12.25		
	12.30 - 12.55	13.00 - 13.25		
Do you require a cloakroom?				

Booking Conditions

I have read, understand and acknowledge agreement to the Booking Conditions below :

Signed : _____ Date: _____

Booking Conditions

- ◆ **All bookings are deemed to be provisional until receipt of a completed and signed Booking Form.** Failure to return this form at least 7 days prior to the visit will result in normal admission prices being charged.
- ◆ Bookings should be accompanied by a 50% deposit (please make cheques payable to **Catalyst**). In some circumstances the deposit can be waived, please call if you require this facility.
- ◆ Please return completed booking form and deposit to: Meryl Jameson, **Catalyst**, Mersey Road, Widnes, Cheshire. WA8 ODF
- ◆ **Catalyst** cannot accept liability for any loss or damage to personal belongings brought onto the site.
- ◆ If you have ordered Catalyst lunches it will be necessary to pay for the number of lunches booked as this food will have been prepared. However cancellation of a maximum of 10 lunches will be accepted up to the day before the visit, if you are aware that some people will be absent. Your group will be invoiced for the full amount following the visit.
- ◆ Cafe - It may be necessary to limit numbers visiting *The Elements Cafe* in order to ensure your visit is an enjoyable one
- ◆ Workshops and demonstrations are subject to availability. Please check with **Catalyst's** Booking Officer before returning this form
- ◆ **Children aged 4-11 years must be accompanied by adults in a ratio of 1:5**

Office Use Only

Cheque received - amount (incl VAT):	Date Received :		
Copy to:	GB	Group	