



# Westgate Parks

## Wild About Westgate

### Booking Forms

- **Activities programme**
- **Venue hire—Guildhall**
- **Venue hire—Westgate Towers**





# Westgate Parks

## activity programme booking form

Please sign and complete the form below to confirm your visit to the park.

If you would like to book an indoor facility please ensure you complete the additional venue hire booking forms.

Date of visit:	
Time of arrival:	
Time of departure:	
Programmes to be studied:	1.  2.
Specific elements to be covered include:	
Special requirements, for example special education needs and disabilities:	
Total number of students:	
Number of teachers/adult helpers:	
Name of School/ Organisation:	
Address:	
Contact name for booking:	
Contact email address:	
Contact telephone number:	
Signature to confirm agreement to terms and conditions and	



# Westgate Parks

## activity programme

### terms and conditions

#### Booking process:

We must receive the fully completed form no more than 14 working days following your provisional booking. Provisional bookings taken less than 2 months from the planned visit can only be held for 7 working days. Provisional bookings taken more than 2 months from the planned visit can only be held for 14 working days. If no form is subsequently returned and another school request the date then your provisional booking will be released.

These bookings will remain provisional until we have received and accepted your completed 'Westgate Parks Outdoor Learning' booking form and have acknowledged this by sending you a letter of itinerary.

If you need to cancel a confirmed booking please do so at the earliest possible opportunity by contacting the Westgate Parks Development Officer.

#### Insurance:

Kent County Council and Canterbury City Council will not accept any liability when cancelling a booking:

- if part of the venue or site closes due to circumstances beyond our control

- if transport booked with external organisations means you cannot attend a session

- if we believe that it may cause damage to the Park

- if we believe that it may damage the reputation of Kent County Council or Canterbury City Council

You will be responsible for any damage caused to the venue (both buildings and outside spaces) by your group, and you will have to pay Canterbury City Council on demand the amount required to make good or remedy any such damage.

Kent County Council and Canterbury City Council accept no liability for any loss, theft or damage to any property belonging to you or any third parties contracted or invited by you.

Parking of vehicles is at the owner's own risk. If you have any special requirements for parking, please discuss them with the Westgate Parks Development Officer.

Picnics are allowed within the parks.

Harmful, inflammable, illegal or objectionable substances are not permitted on the premises.

The responsibility for young people, taking part in group activities, rests with the group organiser who has signed the booking form.



# Guildhall venue hire booking form



Please sign and complete the form below to confirm your booking.

Please ensure you have read the terms and conditions

Date of visit:	
Time of arrival:	
Time of departure:	
Special requirements:	
Total number of students:	
Number of teachers/adult helpers:	
Name of School/ Organisation:	
Address:	
Contact name for booking:	
Contact email address:	
Contact telephone number:	
Cost of venue hire: Please circle	Full day £40    Half day £25
Signature to confirm agreement to terms and conditions and authorisation for the visit	



# Guildhall venue hire

## terms and conditions

### Booking process:

We must receive the fully completed form no more than 14 working days following your provisional booking. Provisional bookings taken less than 2 months from the planned visit can only be held for 7 working days. Provisional bookings taken more than 2 months from the planned visit can only be held for 14 working days. If no form is subsequently returned and another school request the date then your provisional booking will be released.

These bookings will remain provisional until we have received and accepted your completed 'Westgate Parks Outdoor Learning' booking form and have acknowledged this by sending you a letter of itinerary.

If you need to cancel a confirmed booking please do so at the earliest possible opportunity by contacting the Westgate Parks Development Officer.

### Insurance:

Kent County Council and Canterbury City Council will not accept any liability when cancelling a booking:

- if part of the venue or site closes due to circumstances beyond our control
- if transport booked with external organisations means you cannot attend a session
- if we believe that it may cause damage to the Park
- if we believe that it may damage the reputation of Kent County Council or Canterbury City Council

You will be responsible for any damage caused to the venue (both buildings and outside spaces) by your group, and you will have to pay Canterbury City Council on demand the amount required to make good or remedy any such damage.

Kent County Council and Canterbury City Council accept no liability for any loss, theft or damage to any property belonging to you or any third parties contracted or invited by you.

Parking of vehicles is at the owner's own risk. If you have any special requirements for parking, please discuss them with the Westgate Parks Development Officer.

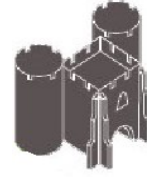
Picnics are allowed within the parks.

Harmful, inflammable, illegal or objectionable substances are not permitted on the premises.

The responsibility for young people, taking part in group activities, rests with the group organiser who has signed the booking form.



# Westgate Towers venue hire booking form



Westgate  
Towers

Please sign and complete the form below to confirm your booking.

Please ensure you have read the terms and conditions

Date of visit:	
Time of arrival:	
Time of departure:	
Special requirements:	
Total number of students:	
Number of teachers/adult helpers:	
Name of School/ Organisation:	
Address:	
Contact name for booking:	
Contact email address:	
Contact telephone number:	
Cost of venue hire:	Full day £55    Half day £25
Please circle	
Signature to confirm agreement to terms and conditions and authorisation for the visit:	

# Westgate Towers venue hire

## Terms and conditions

### Booking process:

We must receive the fully completed form no more than 14 working days following your provisional booking. Provisional bookings taken less than 2 months from the planned visit can only be held for 7 working days. Provisional bookings taken more than 2 months from the planned visit can only be held for 14 working days. If no form is subsequently returned and another school request the date then your provisional booking will be released.

These bookings will remain provisional until we have received and accepted your completed 'booking form and have acknowledged this by sending you a letter of itinerary.

If you need to cancel a confirmed booking please do so at the earliest possible opportunity by contacting the Westgate Parks Development Officer.

Access from the Westgate Parks to the Westgate Towers is not covered by Kent County Council's, Canterbury City Council's or One Pound Lane's Insurance and must be risk assessed by the visiting group.

### Insurance:

The Westgate Towers are owned by Canterbury City Council and leased to One Pound Lane.. Injury or damage to property caused by negligence will be covered by One Pound Lane's public liability insurance.

The Westgate Towers is an old building with unique access considerations, please ensure students are accompanied at all times and do not interfere with the exhibits or structure of the building.

Access to the Towers is via The Pound Bar and Kitchen up 3 flights of stairs. As a historic building access requirements are restricted.

When the Bar, Kitchen and Museum are open members of the public will be present, bookings are not for exclusive use of the buildings.

You will be responsible for any damage caused to the venue (both buildings and outside spaces) by your group, and you will have to pay One Pound Lane on demand the amount required to make good or remedy any such damage.

One Pound Lane accept no liability for any loss, theft or damage to any property belonging to you or any third parties contracted or invited by you.

The responsibility for young people, taking part in group activities, rests with the group organiser who has signed the booking form at all times.